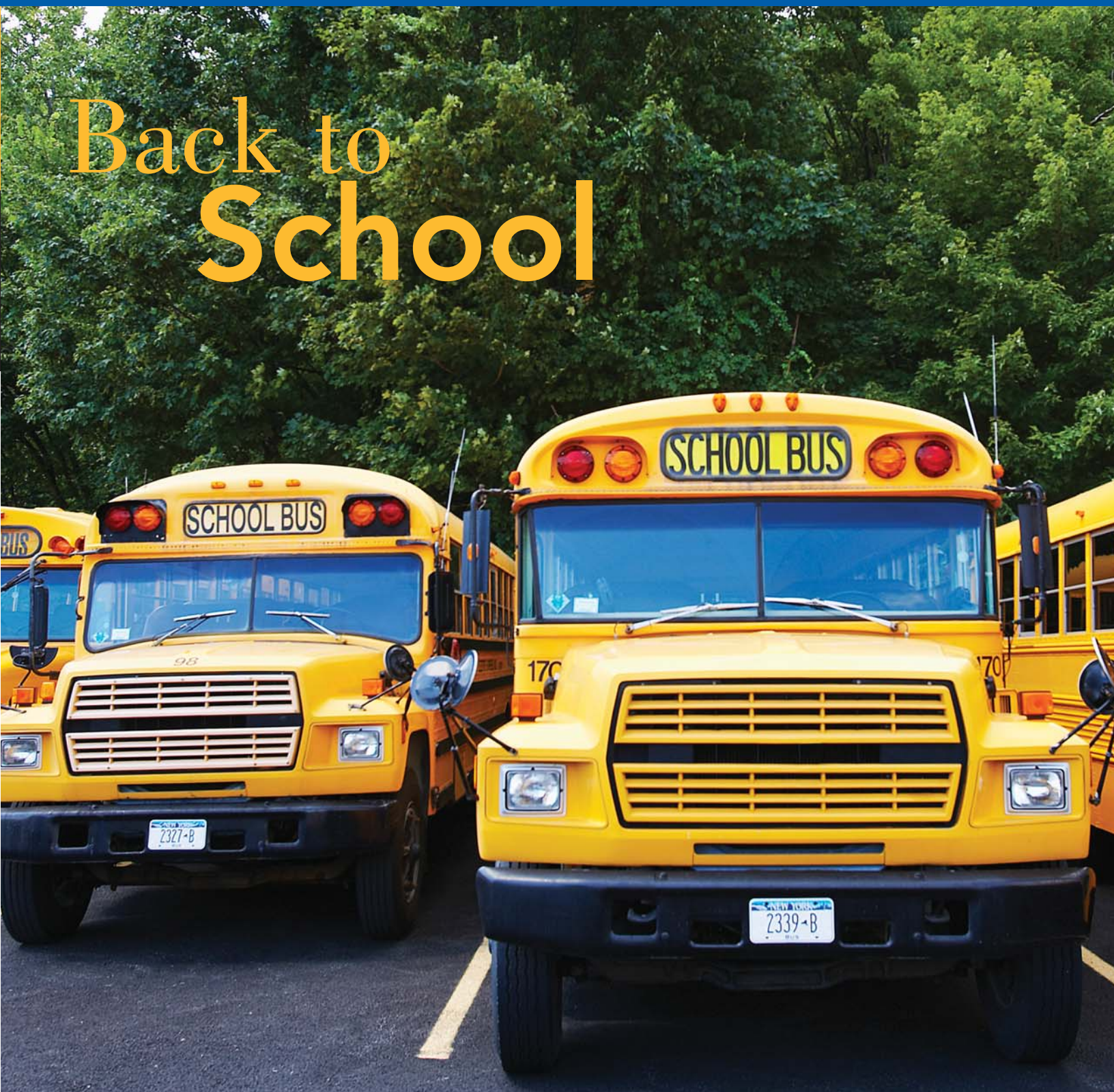


MarkeTips

Volume 21, Number 4
July/August 2008

Back to School



inside this issue



Learn Something New Every Day with GSA

Continuing education is an essential part of a productive work environment. It keeps us current with industry trends, and it boosts our effectiveness and enthusiasm.

GSA has an impressive array of training opportunities, many offering credits that are transferable to higher learning institutions or certification programs. There are hundreds of GSA vendors available to provide agencies with training on a wide variety of topics, including project management, Lean Six Sigma, environmental stewardship, and agency-specific training to take full advantage of valuable GSA-sponsored offerings.

Through GSA, training can be tailored to your specific needs. Whether delivered in a traditional classroom setting, online, on campus, on-site, or off-site, our vast offerings will meet your requirements every time.

Read on to learn more about the training programs available from GSA, and enjoy learning something new every day!

Sincerely,

A handwritten signature in black ink that reads "James A. Williams". The signature is fluid and cursive.

Jim Williams
Commissioner
GSA's Federal Acquisition Service

A close-up photograph of several hands of different skin tones holding a small, folded American flag. The hands are arranged in a circle, with the flag in the center. The background is dark, and the lighting highlights the texture of the flag and the skin of the hands. A red diagonal banner is on the left side of the image.

U.S. General Services Administration

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Innovation

Value

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U.S. General Services Administration

MarkeTips

One Country. One Mission. One Source.

JULY/AUGUST – Vol. 21, No. 4

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Back to School

C O N T E N T S

ASK THE EXPERT

GET ANSWERS TO YOUR QUESTIONS ABOUT GSA PROGRAMS!

This new feature is designed with you in mind – just email your questions to AskTheExpert@gsa.com. Your question and an answer may be included in the next edition of *MarketTips*!

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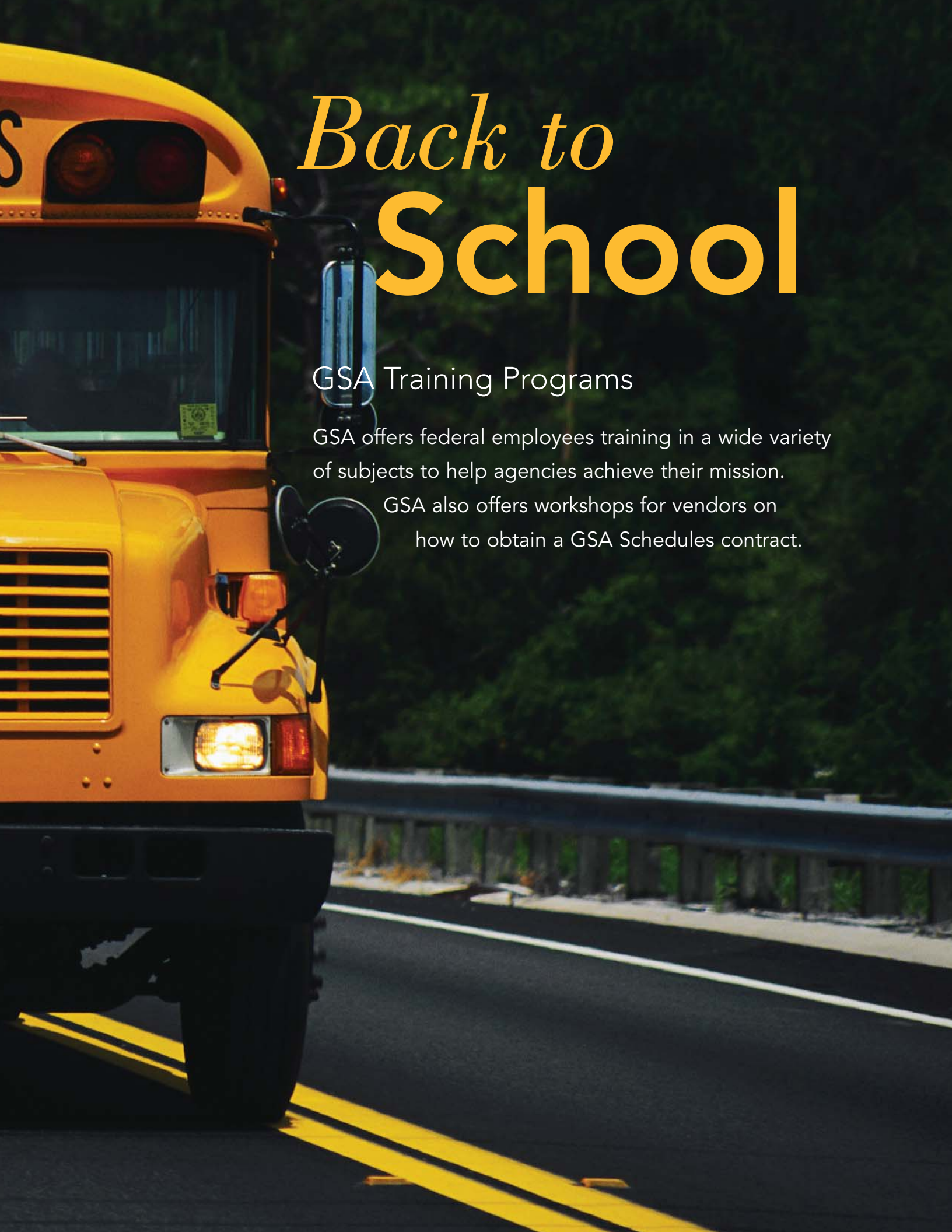
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SCHOOL BUS

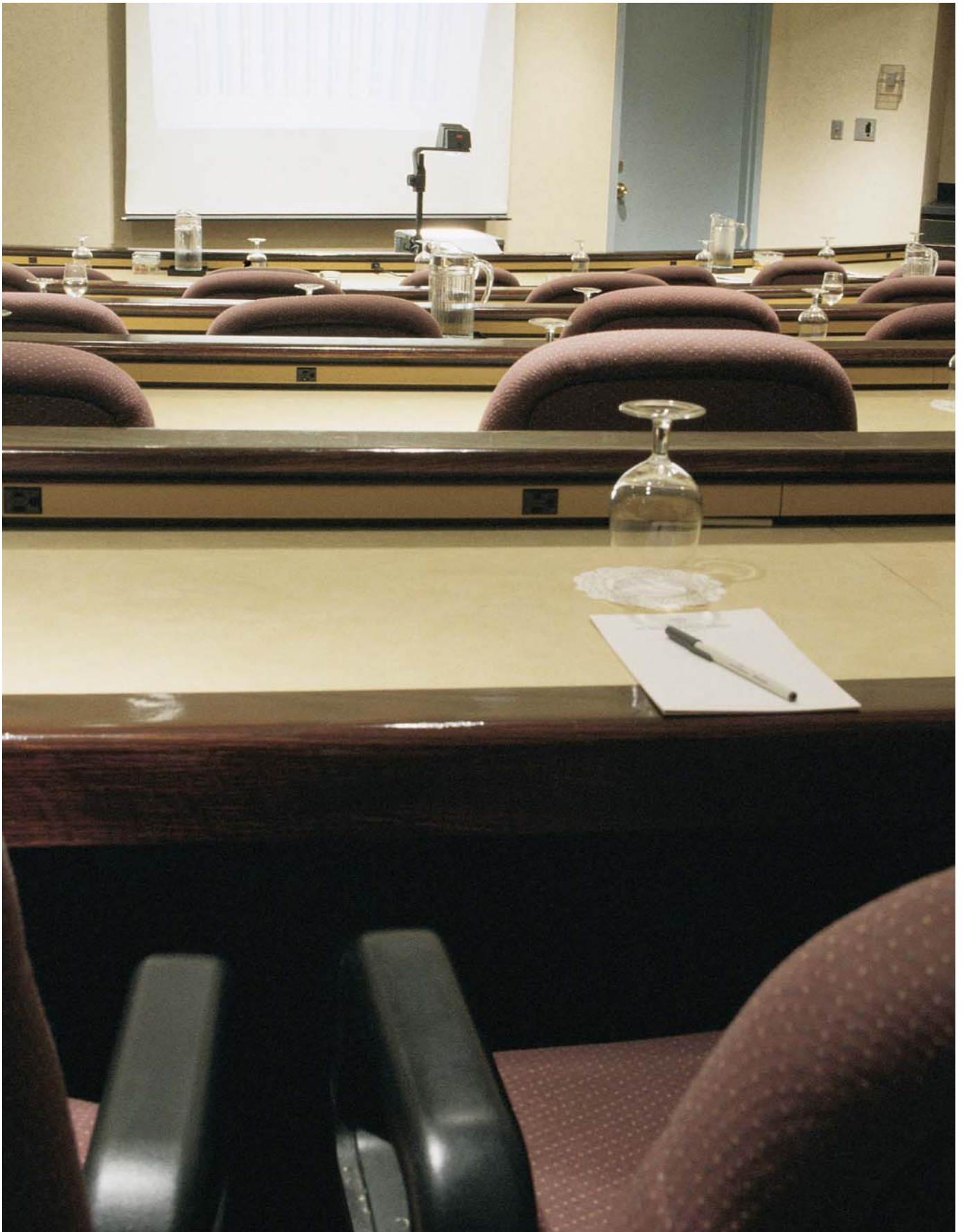


Back to **School**

GSA Training Programs

GSA offers federal employees training in a wide variety of subjects to help agencies achieve their mission.

GSA also offers workshops for vendors on how to obtain a GSA Schedules contract.





GSA provides training in key areas to assist agencies in getting the most out of our specialized programs and services. From contracting and acquisition to Government Charge Card program management, these offerings can maximize benefits and ease use for agencies.

Contracts and Acquisition Training

The Center for Acquisition Excellence provides comprehensive training for GSA Multiple Award Schedules, GWACs, and the Cooperative Purchasing Program.

GSA's Center for Acquisition Excellence (the Center), an online acquisition training and reference Learning Management System (LMS), was created to support the training needs of government acquisition professionals and industry. The site is offered at no cost, and is available any time of the day or night. In the past, the Center training focused primarily on the GSA Multiple Award Schedules (MAS) program. In June 2007, the Center for Acquisition Excellence was moved under the Office of the Chief Acquisition Officer (OCAO) to expand its training to include all GSA acquisition programs to be more representative of the totality of GSA customer training needs.

Currently there are over 73,000 registered users from six primary customer groups: federal agencies, military activities, federal contractors, state and local governments, the general public, and GSA personnel. Registered users have the opportunity to take courses such as: Using GSA Schedules—Customers, the Cooperative Purchasing Program, How to Become a Contractor, Shipping and Household Goods, Government-wide Acquisition Contracts (GWACs) Overview, VETS GWAC, 8(a) STARS Delegation of

Authority, and Emergency Purchase Card Training. Learners can earn either Continuous Learning Point (CLP) or Continuing Education Unit (CEU) credit upon successful completion of a course. Classes include:

Using GSA Schedules—Customers and Cooperative Purchasing Program are just two of the many self-paced courses available in the Center. The courses show students how to gain access to vendors, reduce acquisition cycle time, and purchase quality supplies and services at the best possible prices.

Cooperative Purchasing Program is a course specifically designed to assist state and local government customers in using GSA Schedule contracts for information technology products and services.

How to Become a Contractor—GSA Schedules Program is targeted toward vendors interested in becoming Schedule contractors. The course describes the features of the Schedules Program, how to submit an offer, the contract award process, and how to successfully market supplies and services on a GSA Schedule contract.

Governmentwide Acquisition Contracts (GWACs) Overview is a seminar designed to instruct students on how to properly use GWACs to provide a total solution for their information technology requirements.

Complete these online training opportunities to earn a training certificate. Let the Center for Acquisition Excellence help students unlock the door to streamlined procurement. Visit us today at www.gsa.gov/cae.



Government Charge Card Training

The GSA SmartPay® program, the government's charge card program, offers

free online training courses on the proper use and management of the GSA SmartPay® purchase and travel card programs. Training specific to government cardholders is offered for both purchase and travel charge cards. Cardholders are encouraged to take our training to ensure the proper use of these cards. Online training is also offered to agency program coordinators responsible for managing their agency's travel and/or purchase card program(s).

In addition to the online courses, GSA SmartPay® provides agencies the following training publications:

- *A Guide for Managing your GSA SmartPay® Travel Charge Card Program* – A guide intended to assist the travel charge card agency program coordinator in managing their agency's travel charge card program.
- *Blueprint For Success: Purchase Card Oversight* – A manual offering information for understanding and identifying purchase card misuse and fraud.
- *Helpful Hints Brochures* – Mini card-sized brochures for cardholders describing the proper use of the GSA SmartPay® charge cards.

GSA SmartPay® also offers guidance and sources of information on how to use the government charge cards during emergency situations. All online training courses and publications can be accessed by visiting our Web site at www.gsa.gov/gsasmartpay.

In addition to online training, the GSA SmartPay® program hosts an annual three-day conference to train agency representatives on policies and procedures under the GSA SmartPay® contracts, and to provide a forum where the agency representatives can receive training from the GSA SmartPay® bank contractors.

Technology Management Training

CIO University

In 2000 the General Services Administration (GSA) and the Chief Information Officer's Council (CIOC) requested information from graduate schools as to how they might tailor their academic offerings to meet the specific requirements of the federal IT sector and its leaders. As a result, six prestigious universities including Syracuse, George Mason, George Washington, Carnegie Mellon, LaSalle, and the University of Maryland-University College are now proud to be CIO University Partner Universities. This is a unique partnership - the first time the government has directly translated its requirements for its senior information management corps into a roadmap for universities to develop a special curriculum.

Acting on behalf of the federal government, CIO University coordinates with a group of partner universities (a virtual consortium) which offers graduate level programs that directly address federal executive core competencies. Students who enroll and graduate from specific IT graduate degree programs at any of these six universities receive diplomas from their institution and in addition, are awarded a CIO University Certificate from the government. Degrees offered include: Master of Science in Technology Management, Master of Science in Information Systems Technology, Master of Science in Information Management and others.

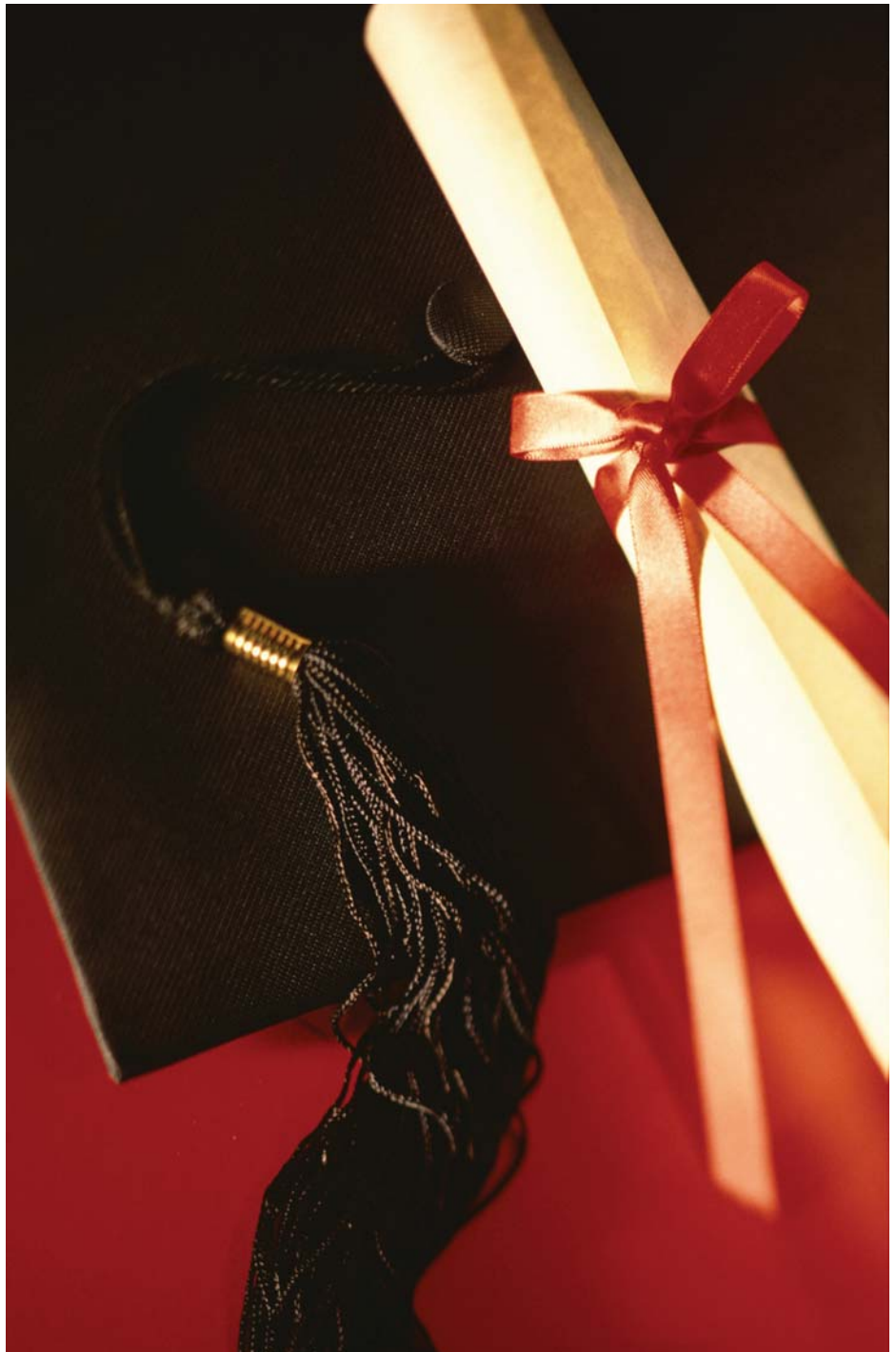
Since its inception, the CIOC has responded to a number of issues which affect the federal information technology community. Some of these issues arise from information technology legislation, such as the Clinger Cohen Act of 1996. Others reflect broader areas of concern – such as project management, information systems architectures, security, capital planning, performance measurement, and information technology education. The CIOC's focus on the latter issue, information technology education, has led to a specific initiative to address the needs of federal executives – The CIO University.

Anyone who graduates from a CIO University Partner School and receives a CIO University Certificate has attained knowledge, skills, and abilities that are universally recognized. Students come from both industry and the government (federal, state, local and tribal).

Certainly the CIO University Certificate is recognized in the federal sector because of its sponsorship by the CIOC. Often, hiring officials know that applicants having a CIO University Certificate learned very specific material which is immediately applicable. Graduates serve in a myriad of IT related occupations and help their agencies achieve their missions. FEMA's Chief Information Officer, Barry West, is a CIO University graduate as are several deputy federal CIOs, and we predict that more graduates will move into Chief Information Officer roles in the near future. In the private sector as well, prospective employers are increasingly aware of the value that CIO University graduates bring to their business.

The CIOC's IT Workforce Committee has a strategic goal. The federal government has a cadre of highly capable IT professionals with mission critical competencies to meet agency goals. CIO University is one way that the committee is building that cadre one graduate at a time.

Learn more about each of the six CIO Universities. For more information about the CIO University, contact Monica Fitzgerald at monica.fitzgerald@gsa.gov, program manager for IT Workforce at GSA or visit our Web site at www.cio.gov.



The 508 Universe

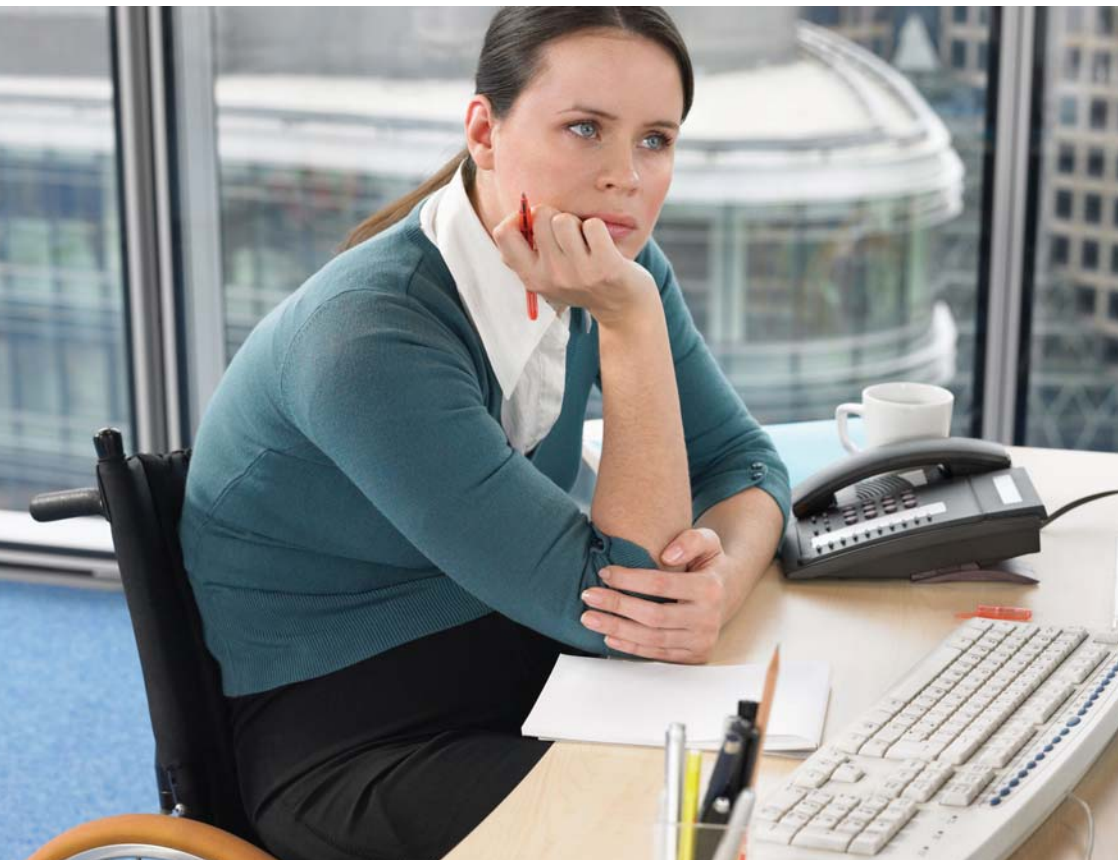
In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. Inaccessible technology interferes with an individual's ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 (29 U.S.C. 794d), agencies must give disabled employees and members of the public access to information that is comparable to the access available to others. It is recommended that you review the laws and regulations listed below to further your understanding about Section 508 and how you can support implementation.

Successful implementation of Section 508 requires the support of each and every federal employee who is involved in the design, development, procurement, or use of electronic and information technology (EIT). All federal employees should understand the requirements of Section 508 and how they may apply to their business operations and processes.

In addition, there may be times, depending upon your position, when you will play an active role in ensuring that the requirements of Section 508 are met. These include any time you are requesting the purchase of any electronic and information technology or involved in the design of system requirements, or development of web pages and their content.

The **508 Universe** serves as a central hub for GSA's section 508 training and information resources. It includes each of the topic-specific courses that address 508 implementation as well as web links and a glossary of 508-related terms. First time users of the site will be asked to set up a username and password. No additional information is required in the registration process, nor any identifying or personal data. The username is used to track the user through the courses allowing the user to leave a course before finishing it, then can choose to "resume" when next entering the Universe without starting from the beginning. This eliminates any possible security risk of using cookies, and no files are written to the user's computer. Course titles include:

- Designing Accessible Web sites
- Accessible Conferences
- Buying Accessible Electronic and Information Technology (E&IT)
- Section 508 Coordinators
- Additional Accessibility & Usability Concerns
- Accessible Video and Multimedia
- Building and Buying Accessible Software
- Buying Accessible Computers
- Opening Closed Products
- Micro-purchases and Section 508
- IRS Course on Software Development





Travel and Transportation Management Training

GSA has the knowledge, the expertise, and the most up-to-date information to put agencies in control of travel and transportation needs. GSA offers a wide range of courses throughout the calendar year in locations around the country.

The list of classes provides information on training available to federal agencies and the Department of Defense (DoD). Please see our section beginning on page 85 for details.

GSA offers group specials and customized courses for agency training needs. GSA will hold any available class for a group formed by an agency at a site of their choice. Students may come from an agency's own organization, or by joining other federal, state, or local government agencies to fill a class. GSA will also customize any course or develop a new course to meet special needs. GSA also offers training to federal civilian agencies and transportation service providers for online freight and household goods transportation through GSA's TMSS system.

Training Aids and Devices: Instructor Led, Course Development and Test Administration - Schedule 69

GSA offers one stop shopping for agency training needs. Customers can purchase onsite or off-site Instructor Led Training, via Schedule 69. Customers can also buy training aids and devices, eLearning, and college degree programs from *GSA Advantage!*[®], GSA's online transactional Web site.

There is a wide variety of subject areas that can be delivered as either instructor led or web-based training, and can be off the shelf or customized. GSA offers training services in engineering, medical, and science fields, as well as enrichment courses, and vocational training.

Customers can also purchase "train the trainer" courses for a variety of subject areas and hands-on training through the use of simulators. The Schedule also offers an 1102 Contracting Curriculum Core training program for Contracting personnel.

For more information on this Schedule, customers can research Schedules eLibrary, GSA's online library of Schedule information, or contact the National Administrative Services and Office Supplies Acquisition Center at (212) 264-0868, or via email at smartshop@gsa.gov.

No matter what your need, GSA training programs can assist you and your agency in reaching desired goals, maximizing efficiency, and getting the most out of employees. Go Back to School with GSA!





Thank You.

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Find out more by contacting our GSA specialists, Clay Cribbs and Greg Bolden at **866-592-2722** or **gsa@advantage.com**.



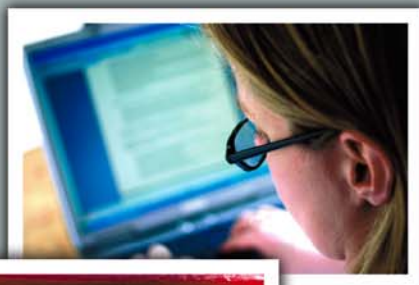
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Getting to Know You

Ten Things You May Not Know About the AbilityOne Program

Did you know that the AbilityOne (formerly Javits-Wagner-O'Day or JWOD) Program is the largest employer in the United States of people who are blind or have other severe disabilities?

Read on to see how much you know about this federal initiative that promotes good stewardship of federal contracting dollars in fulfillment of product and service requirements.

1 The AbilityOne Program creates jobs and training opportunities for more than 40,000 people who are blind or have other severe disabilities.

2 An experienced provider of both standard and custom solutions, the AbilityOne Program has a national network of more than 600 nonprofit contractors employing people who are blind or have other severe disabilities. The AbilityOne Program is a vehicle through which acquisition professionals may fulfill many needs.

3 A collaborative business partner, the AbilityOne Program provides a wide array of high-quality products and services while delivering customer satisfaction and best value solutions. The program furnishes office supplies, such as pens, notepads, and first aid kits; food items that support government international relief programs; and military-specific products, such as chemical protective suits, cold weather fleece clothing, water resistant jackets, and mattresses.



4 In addition to products, AbilityOne employees have the capability of providing outstanding services, including secure document management and destruction, mailroom operations, fleet management, janitorial/custodial, call center operations, grounds maintenance, administrative support, laundry, food services, warehousing/distribution, and digital imaging services.

5 Operating more than 120 Air Force, Army, and Naval Base Supply Centers and SERVMARTs primarily on military installations across the nation, the AbilityOne Program facilitates the sale of SKILCRAFT® and other AbilityOne products while creating retail jobs for persons who are blind or have other severe disabilities.

6 The AbilityOne Program is a priority source of supply (Federal Acquisition Regulation, Subpart 8.7) that collaborates with its federal customers to satisfy their needs. Contracting activities are vital in assisting the Committee's determination of nonprofit agency capability and fair market prices and the AbilityOne Program works with contracting activities to provide best value products and services.

7 A May 2005 Office of Management and Budget memo, Implementing Strategic Sourcing (www.whitehouse.gov/omb/procurement/index_memo.html) states that the AbilityOne Program should be addressed in agency-wide strategic sourcing plans, with contracting endeavors actively negotiating AbilityOne prices. For many requirements, the AbilityOne Program can help federal agencies take a first step toward institutionalizing strategic sourcing through better pricing and better performance. In fact, AbilityOne has successfully participated in many such initiatives. One example involves the largest distributor of AbilityOne products, GSA Global Supply, which simplifies AbilityOne item purchasing through catalogs and online ordering. A second example is the Federal Strategic Sourcing Initiative office products blanket purchase agreement, which incorporates AbilityOne items into requirements.





8 Advantages of partnering with the AbilityOne Program include standardized acquisition business processes and product/service delivery, reduced total cost of ownership for acquired goods or services, and increased realization of socioeconomic goals. The bottom line is that the AbilityOne Program is uniquely positioned to be your solution provider. With its nationwide network of nonprofit agency contractors, the program provides value-added management and data, has vast experience in many lines of business appropriate for leveraged purchasing to maximize value, and through its priority source/socioeconomic status, collaboratively creates customer solutions.

9 The AbilityOne Program promotes the integrity and good stewardship of federal contracting dollars through efficient and effective policies, procedures, and processes, which will increasingly be made available on www.abilityone.gov.

10 The Committee for Purchase From People Who Are Blind or Severely Disabled is the independent federal agency that administers the AbilityOne Program. The Committee's primary means of achieving its employment goal is through facilitating government purchases of supplies and services from nonprofit agencies. National Industries for the Blind (NIB) and NISH (creating employment opportunities for people with disabilities), are two national nonprofit organizations designated by the Committee to help federal agencies and nonprofit organizations that employ persons who are blind or have other severe disabilities, participate in the AbilityOne Program.

Please contact Stephanie Lesko, Public Affairs Specialist, at slesko@abilityone.gov with questions.



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Computers *for Learning*

Reusing the
Government's Resources

Education is a national priority. Every child should be educated to his or her full potential. The Computers for Learning (CFL) program helps accomplish this goal by increasing access to technology.

Transferring a computer to an eager student without internet access gives a girl or boy the resources to succeed in school and later on in life – and build a successful future for America. The Computers for Learning program places computers in classrooms and prepares children to contribute and compete in the 21st century. The CFL program allows government agencies to transfer excess computer equipment to schools and educational nonprofit organizations, giving special preference to those with the greatest need.

Make It Happen!

The CFL program evolved as a tool for implementing Executive Order 12999, Educational Technology: Ensuring Opportunity for all Children in the Next Century. The Executive Order encourages agencies, to the extent permitted by law, to transfer computers and related peripheral equipment excess directly to schools and some educational nonprofit organizations. For Federal agencies, the CFL Program allows compliance with EO12999, support for the education of America's children, and promotes reuse of the Government's resources as well as a green environment. For schools and educational nonprofits, the CFL Program allows the acquisition of needed computers and peripheral equipment free of charge.

Direct transfers are authorized by law through 15 USC 3710 (i) commonly known as the Stevenson-Wydler Act (amended by Public Law 102-245 on February 14, 1992).

The CFL program's ambitious goal is to make modern computer technology an integral part of every classroom so that every child has the opportunity to be educated to his or her full potential.

Get Started Today!

The reengineered CFL web-based program simplifies the process. Federal agencies can get started by entering their reports of excess computers online at www.gsaccess.gov, and selecting "Yes" to the question, "Is equipment for Computers for Learning (CFL)?". Schools and educational nonprofits can get started by registering on the Computers for Learning Application at www.computersforlearning.gov. Registration has been simplified, and the process has been changed. No longer do schools have to wait to be selected by federal agencies; schools can now view the excess computer equipment reported by federal agencies and determine what they would like to request by placing it in a virtual shopping cart. For detailed information on using the web application, visit the "gateway" to connecting students to technology at: www.gsa.gov/computersforlearning.





Computers for Learning

Registering Schools to Receive Excess Government Computer Equipment

Your child's school may be eligible to receive computers and related equipment that are no longer needed in the federal government. To participate in the program, schools must be registered at

www.computersforlearning.gov.

This flyer provides the information needed for a school to register in the program.

Please share this information with your local school administration.



Although the excess computers are provided at no cost, it is the school's responsibility to either pick-up the equipment or pay for the shipping and transportation costs.

About the Computers for Learning Program:

General Services Administration (GSA) operates the Computers for Learning (CFL) web application, www.computersforlearning.gov, which is supported by Executive Order 12999 - Educational Technology: Ensuring Opportunity for All Children in the Next Century. The Web site offers a convenient way to:

- Determine eligibility of your school
- Identify computer equipment available for transfer
- Request selected equipment

For more information, visit:

www.gsa.gov/computersforlearning.

How it Works:

Federal agencies report excess property to a Web site where schools are able to search the equipment available for transfer, select the items needed, and place the items in a virtual shopping cart. The system will submit the request to the owning federal agency and the school will be emailed an allocation or a denial.

To Register:

Determining eligibility and registering is an easy process for school administrations. To begin, go to www.computersforlearning.gov and click on the register hyperlink. Registration requires data entry of the NCES number for your school or school district. Click on the NCES hyperlink – also on the CFL home page – if you don't know what your NCES number is.

To obtain further information on Computers for Learning, send an email to computers.learning@gsa.gov or contact our GSA representative:

Joyce Spalding
(703) 605-2888
(703) 605-9935 (fax)
joyce.spalding@gsa.gov





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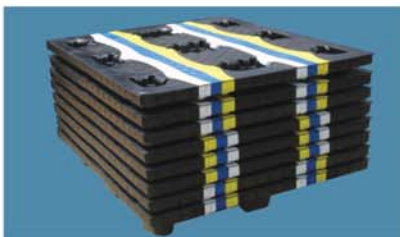
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Ask the **Personal Property Expert**



Welcome to GSA's "Ask the Expert" column. Here, we answer commonly recurring questions received about Personal Property Management.

This month, the "Ask the Expert" column answers questions about GSAXcess®.

We Want to Hear from You!

We would like to gather your questions in advance and then respond to them. Please send any questions to asktheexpert@gsa.gov. You may well see your question in our next edition!

What is GSAXcess®?

GSAXcess® is a totally web-enabled platform that eligible customers use to perform the utilization and donation functions of the disposal cycle. GSAXcess® provides agencies a means of electronically reporting their unrequired personal property to GSA. GSAXcess® is also used as a source of supply for customers seeking to acquire property that has been reported and is available for transfer. Agencies may search GSA's inventory through a process known as screening, and they may request property for transfer by selecting specific items and placing them in a virtual shopping cart.

How is GSAXcess® used?

The property system is available to three groups of users: (1) federal agencies, (2) authorized nonfederal recipients, and (3) donation customers. Nonfederal recipients are activities which receive excess property through a federal sponsor but are themselves neither a federal agency nor a donee, for example, a federally recognized Indian tribe sponsored by the Department of Interior's Bureau of Indian Affairs. Donation customers include state and local government agencies, nonprofit educational and public health activities, including programs for the homeless, etc. The State Agencies for Surplus Property (SASP) advise applicants of eligibility requirements and procedures to be followed in acquiring federal surplus personal property.

Is a password or other security information needed to log-on to GSAXcess®?

Yes, visit **GSAXcess® Entry Guidelines** on the GSAXcess® home page at www.gsaxcess.gov for detailed information.

Is help available for using GSAXcess®?

Any of the Area Property Officers or Personal Property Management Offices can offer assistance. Registered users reference pages on each GSAXcess® screen. The

"GSAXcess® Practice Login" can be used to enter as many trial transactions desired without the worry of corrupting the database. If access is denied to the GSAXcess® practice using the assigned access code and password, contact the GSAXcess® XCESS Help Desk by email gsaxcesshelp@gsa.gov or call (866) 333-7472.

How can a particular FSC commodity category in GSAXcess® be found?

Property available for screening and selecting is organized into customer friendly commodity groupings to improve the screening process. The commodity groupings are built based on the **Federal Supply Classification (FSC)** assigned to each item reported in GSAXcess®. To review the listing of the FSCs that make up each commodity category click on User Guides on the blue banner of the GSAXcess® home page.

How should pictures be submitted for display on GSAXcess®?

GSAXcess® Photograph Naming Conventions

When photographs are submitted by the reporting activity to be posted to GSAXcess®, the naming of the file must meet the conditions below:

- Each photograph must be identified by a separate photograph filename; no more than 12 photographs can be submitted for a single Item Control Number (ICN).
- The photograph filename begins with the ICN (a 15 position field with the 15th space blank or with a suffix) identifying the item being reported for excess by the reporting agency.





- The photograph suffix (consisting of an Alpha character) is added to the end of the ICN for each separate photograph for that item. The large photograph (full view) will end with the photograph suffix 'A', and thumbnail (sectional view) photographs will be from suffix "B through M, excluding the letter I." For example, if an ICN has 12 different photographs, each separate photograph

will have a different suffix, **W31G3G4329B408A**, **W31G3G4329B408B**, etc. (Please note that all alphabetical letters are capitalized.) Therefore, a photograph filename will be either 15 or 16 positions depending on the size of the ICN.

- For pictures that are emailed or **uploaded in GSAXcess®**, the photograph file must end with



extension “.jpg.” For example,
W31G3G4329B408A.jpg,
W31G3G4329B408B.jpg, etc.

- For files that are batched and sent via File Transfer Protocol (FTP), the photograph file extension “.jpg” must be omitted even though the file is in the Joint Photographic Experts Group (JPEG) format.

GSAXcess® Photograph Taking Guidelines

Requirements:

- **Type:** Only digital or scanned photographs are acceptable.
- **Format:** Only the .jpg, Joint Photographic Experts Group (JPEG), file extension is acceptable.
- **Size:** Submit any size photograph; however, the large (full view) picture is displayed in GSAXcess® in a rectangular format at 600 X 400 pixels. Therefore, for the best image, reporting activities should submit rectangular pictures. Additionally, up to 11 thumbnails showing different views of the item will be displayed on the same screen in a square format at 70 X 70 pixels. Clicking on any thumbnail will resize the picture to 600 x 400 pixels. When clicking on the large picture, it will resize the photo to the size in which it was submitted by the reporting activity. Pictures that are resized by GSAXcess® may show some distortion especially if going from a square or vertical to a rectangular photo that is horizontal.
- **Quantity:** No more than 12 photographs can be submitted per Item Control Number (ICN). The ICN is a 15-position field, beginning with a six-position Activity Address Code (AAC), followed by a four-position Julian Date, a four-position Serial Number, and a one-position suffix or space. This ICN is assigned by the reporting activity and used to identify the item(s) being reported as federal excess personal property. Go to **GSAXcess® Photograph Naming Conventions** to setup photograph filenames.

Before Taking the Photograph:

- **Check lighting.** Ensure the lighting is sufficient to bring out the detail and show the true colors of the item(s). Avoid shadows and do not take photographs of vehicles inside a garage. When using a flash, avoid reflections on glass or mirrors.



- **Show detail.** Let the item fill the entire frame. If the brand name, manufacturer, or any other data are visible, include them in the photo. Take more than one picture to show different views, that is, the entire object versus sectional shots. It is important to remove tags from vehicles before taking photos. Don't show duct tape or other wrapping material that may be used to hold multiples of the same item together.
- **Avoid clutter.** Anything in the background that distracts from the item being excessed, either remove or isolate. A plain colored fabric backdrop can be used to accomplish this. However, do not use all white because the contrast will be too great. Ensure that pictures of people are not included. When taking a photo of an item that contains a mirror, ensure that no one's image is in the mirror.

- **No offensive or derogatory information.** Ensure that nothing is included in the photographs that may be construed as offensive or derogatory in nature.

After taking the photograph, it is important to balance the contrast and brightness, rotate the photo to the correct position, and crop unnecessary background items.

GSAXcess® Photograph Transmission Guidelines

Digital or scanned photographs of federal excess personal property reported as excess can be submitted by the reporting activity by batch or email for display in GSAXcess®. All pictures must comply with GSAXcess® **Photograph Taking Guidelines** and GSAXcess® **Photograph Naming Conventions** prior to transmission. Incorrect formats or naming will delay the posting of photographs. Once an agency has reported the item as excess, photographs should be sent to GSA as soon as possible.

Batch Customers:

- Send photographs by File Transfer Protocol (FTP) to the agency's respective GSAXcess® directory. For more details concerning the GSAXcess® directory and /or the batch process, request information through www.gsaxcess@gsa.gov.
- All transferred files must be sent in the binary mode.
- When submitting replacement photographs, use the same method above. If more than one photograph per Item Control Number was originally submitted, send only the replacement photograph and not the entire set.

Online Customers have two options:

Upload Pictures (the preferred option)

- To upload pictures online through GSAXcess®, users must have access to "Report Property Menu."
- In addition, users must have access information for the "Upload Picture" module.
- To obtain more information about the "Upload Pictures" module, please contact the GSAXcess® Help Desk at (866) 333-7472 or email: gsaxcesshelp@gsa.gov.

Email Pictures

Email all digital photographs to gsaxcess.pictures@gsa.gov.

- Do not send more than ten photographs per email message because the server has a limitation on the number of kilobytes that can be received per email.
- If emailing photographs is not practical, send the digital photographs on a floppy disc or CD through the mail or by courier to the following address:

GSA 4QSC
Attn: Diane Smith-Knights
401 W. Peachtree Street, NW
Suite 2600
Atlanta, GA 30308


- Send replacement photographs in the same way as the original photographs. If more than one photograph per Item Control Number was originally submitted, send only the replacement photograph and not the entire set.

Furniture for *Childcare Facilities*

By Caroline Wenstrup



The GSA prides itself in offering the largest selection of furniture, furnishings, recreational room/playground furniture, security equipment, and mail management solutions. Eleven multiple award schedules can assist customers in meeting their needs and is the government's preferred source of commercial products and services. Among the eleven Schedules, Special Use Furniture Schedule, 71-III, provides a variety of furniture and furnishings for childcare facilities.



Items available under this schedule include a wide array of children's furniture and accessories designed and intended for use in daycare and preschool centers. Items include high chairs with feeding trays, cribs constructed for heavy-duty use, and changing tables.

The Special Use Furniture Schedule also provides preschool, classroom, and training room furniture. Items include a variety of furniture to meet your needs, including classroom chairs, student desks, student desk and chair units, student tables, table-arm chairs, as well as teacher desks and chairs. Student desks, chairs, and desk units also incorporate book storage. Floor mounted ascending tier seating, also known as auditorium and theatre seating is also available.

Preschool and classroom storage is also available under the Special Use Furniture Schedule and includes storage units designed and intended for use in daycare and either preschool centers or elementary schools. Items include a

wide variety of units for the storage and organization of student toys and supplies such as stationary or mobile units with or without trays or tubs, combination lockers with storage, storage wall system modular units, and teachers' storage cabinets to meet space and storage requirements.

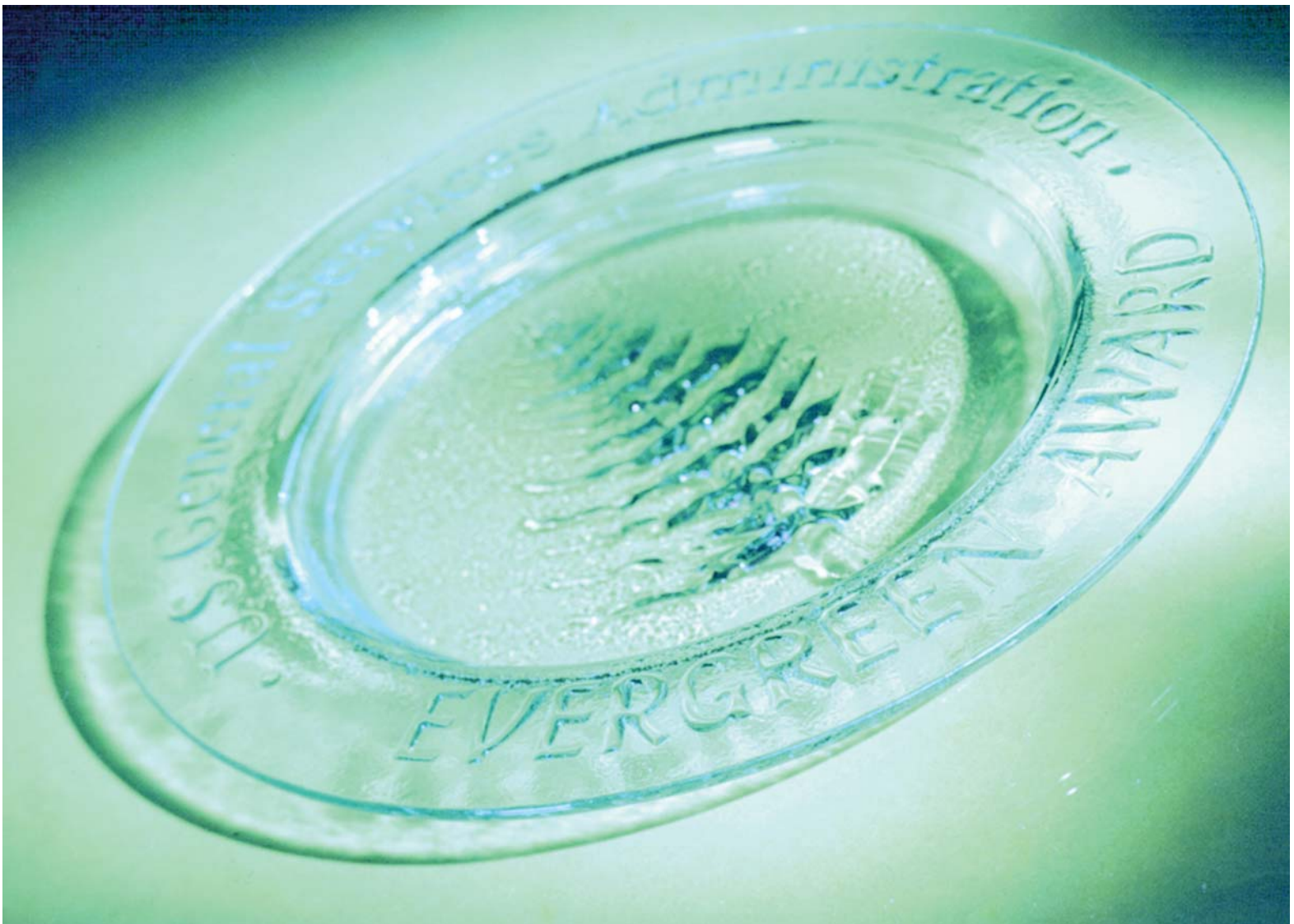
Whatever your childcare requirements may be, GSA stands ready to serve. Working with America's leading suppliers of quality furniture and furnishings, GSA will deliver a quality, integrated solution. We offer more choices, more options, and we offer the best value to customers, consistently exceeding their expectations.

For more information, please contact:

Caroline Wenstrup
Business Development Specialist
GSA
(703) 605-9283

GREENING *the Government*

By Jennifer Auble



GSA encourages its Schedule Contract Holders to think Green. If it is recycled products, low VOCs, or even biobased content for furniture and furnishings, just look on the GSA Schedules and you will be pleased with the creativeness and inventiveness of our industry partners.



Since 1998, GSA has been recognizing environmental programs across all industries and awarding companies that operate in a manner that respects and protects the quality of our environment; businesses that conserve resources throughout all aspects of their operations—design, engineering, processes, and production. Past winners include – Sharp USA, Spectrum Industries, Xerox, Watson Furniture, Kyocera Mita, Shaw Industries, Canon USA, Environmentalists, Tandus, Herman Miller, Milliken, Haworth, The Refinishing Touch, Steelcase, Interface, Virco, Mohawk Industries, The Hon Company, Southern Aluminum, and Interface.

GSA selects organizations that proactively initiate programs such as recycling, affirmative procurement, and waste reduction in order to reduce the environmental footprint of its company and its industry. The award is presented in three commodity areas: 1) Furniture, 2) Furnishings and 3) Technologies and Electronics. Applicants are evaluated in five areas including waste prevention, recycling, affirmative procurement, environmental preferability, and model facility.

Congratulations to our 2007 Evergreen Award Winners!

Sharp, the recipient of the Evergreen Award under the Technologies and Electronics industry category, holds MAS contracts for copier products, multi-function devices, and LCD panels and projectors. Sharp is the world's leading manufacturer of solar cells and panels and has received accolades from various government and industry associations for their environmentally conscious efforts. Sharp's newest "super green" factories recycle 100% of their wastewater and have zero discharge to landfills. In addition to reducing the negative environmental impacts in production facilities, Sharp is working to "lead the way into an era of clean energy" by expanding the use of solar power. The company sees this as both an environmental and social responsibility. In March of 2007, Sharp won the prestigious American Business Award for Best Corporate Social Responsibility Program for a charity reconstruction project in New Orleans, Louisiana, where the company installed 10 new Sharp solar power systems in homes severely damaged by Hurricane Katrina.



Spectrum Industries, a small business located in Chippewa Falls, Wisconsin, received the Evergreen Award under the Furniture category. Spectrum is a provider of a wide variety of office furniture including tables, chairs, workstations, filing and storage cabinets, racks, and accessories. Spectrum has become a model facility in both their industry and community by implementing environmental sustainability initiatives that include waste prevention, material recovery and recycling, and environmentally conscious product design. Since 1998, Spectrum has used powder-coating technology as a replacement for solvent-based finishes, reducing the combined air emissions of Volatile Organic Compounds (VOCs) by sixty percent. Spectrum has also teamed up with another firm, Comprehensive Recycling, to collect and recover plastic material resulting from the manufacturing process for recycling and reuse. When Spectrum acquired a new manufacturing facility and corporate headquarters in 2005, they purchased several acres of wetland which they will continue to preserve in

all future expansions and facility improvements. In 2007, Spectrum installed a new environmentally conscious paint line and wash system in this facility, which saves energy by operating at room temperature, eliminating the need to heat the wash solution. During the wash, any excess cleaning solution is captured, filtered, and recycled.

The Mohawk Group, a leader in the world's commercial flooring industry, received the Evergreen Award under the Furnishings category. Mohawk has made significant investments in state-of-the-art technologies to create environmentally friendly products while implementing sustainable practices both inside and outside of their facilities across the nation. Recycled materials in Mohawk's five brands including Karastan, Lees, Mohawk Commercial, Bigelow Commercial, and Durkan Hospitality have kept more than 17 billion plastic bottles and 720,000 tires out of landfills. Mohawk has recently developed the technology to produce a modular carpet backing called Encycle that is 100% thermoplastic, PVC free and contains 35 percent

post-industrial recycled content by total weight. Mohawk plans to convert all of its products to the Encycle backing system by 2008. In addition to their commitment of advancing environmentally friendly technological solutions, Mohawk strives to preserve natural resources in local communities. Since 1987 Lees Carpets, a division of the Mohawk Group, has been a member of the Business for the Bay organization which reduces and prevents pollution in the waterways that feed into the Chesapeake Bay. Mohawk's facility in Glasgow, Virginia is located near the Jefferson National Forest on the headwaters of the James River and is monitored by the U.S. Environmental Protection Agency, Virginia Department of Environmental Quality, and the National Forest Service. The facility has made substantial improvements

in environmental impact, reducing water usage by 84 percent, solid waste by 53 percent, and increasing the use of recycled materials by 128 percent.

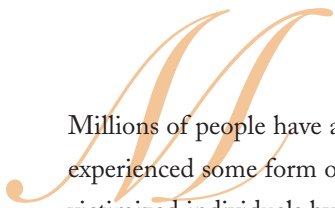
If you are interested in learning more about previous winners of our Evergreen Award, please go to www.gsa.gov/furniture and click on the Environmentally Friendly Products link on the left hand side. Other ways to search for environmental categories is to search for products at www.gsaadvantage.gsa.gov and limit your results to environmental icons such as Environmentally Friendly, Recycled Content, Bio-Based, or even Non-Toxic items. For more information, please contact Jennifer Auble at (703) 605-9243 or Jennifer.Auble@gsa.gov.



Protect Yourself

GSA's Solutions for Safeguarding
Personal Information





Millions of people have already directly or indirectly experienced some form of identity theft. Identity thieves have victimized individuals by taking over victims' existing credit card accounts, taking out loans under another person's name, opening telephone or wireless service accounts in a victim's name, writing fraudulent checks using stolen identities, getting home mortgages, or even completely taking over the victim's identity.

Although there are many steps individuals can take to minimize their risk of identity theft, there is no way to completely avoid it. Experts say the chances of becoming a victim depend on how well the individual knows his/her rights and how quickly he/she springs into action. Government agencies, whose data can contain identifying information such as name, social security number, mother's maiden name, or other personal information and will require speedy responses in cases when a data breach or loss involves a constituent's or employee's identifiable information.

A GAO study in June 2007 found that while clear evidence of identity theft has been found in relatively few breaches, the full consequences of the breaches are not fully known. Still, determining the link between data breaches and identity theft is challenging because, among other things, identity theft victims often do not know how their personal information was obtained. In response to recommendations made by the President's Identity Theft Task Force, the Office of Management and Budget (OMB) issued several memoranda regarding methods agencies can use to safeguard personally identifiable information (PII).

To assist agencies in complying with the OMB's guidance, GSA established governmentwide Blanket Purchase Agreements (BPAs) for credit monitoring services in August 2006. Three credit monitoring BPAs provide the

Government with a fast and effective way to order credit monitoring services solutions, in order to protect the confidentiality of personal credit and payment information. Through these BPA holders, Bearak Reports, Equifax, and Experian, the Government can obtain alternative credit monitoring packages and solutions significantly reduced pricing, strong oversight and reporting, and excellent customer services.

The OMB released a memorandum (*Recommendations for Identity Theft Related Data Breach Notification* dated September 20, 2006) for the heads of departments and agencies highlighting the President's Identity Theft Task Force's recommendations for agency response to theft, loss, or unauthorized acquisition of personal information. Recommendations include:

- Identification of a core response group
- Performance of a risk analysis to determine whether the incident poses problems related to identity theft
- A tailored agency response based on the nature and scope of the risk presented

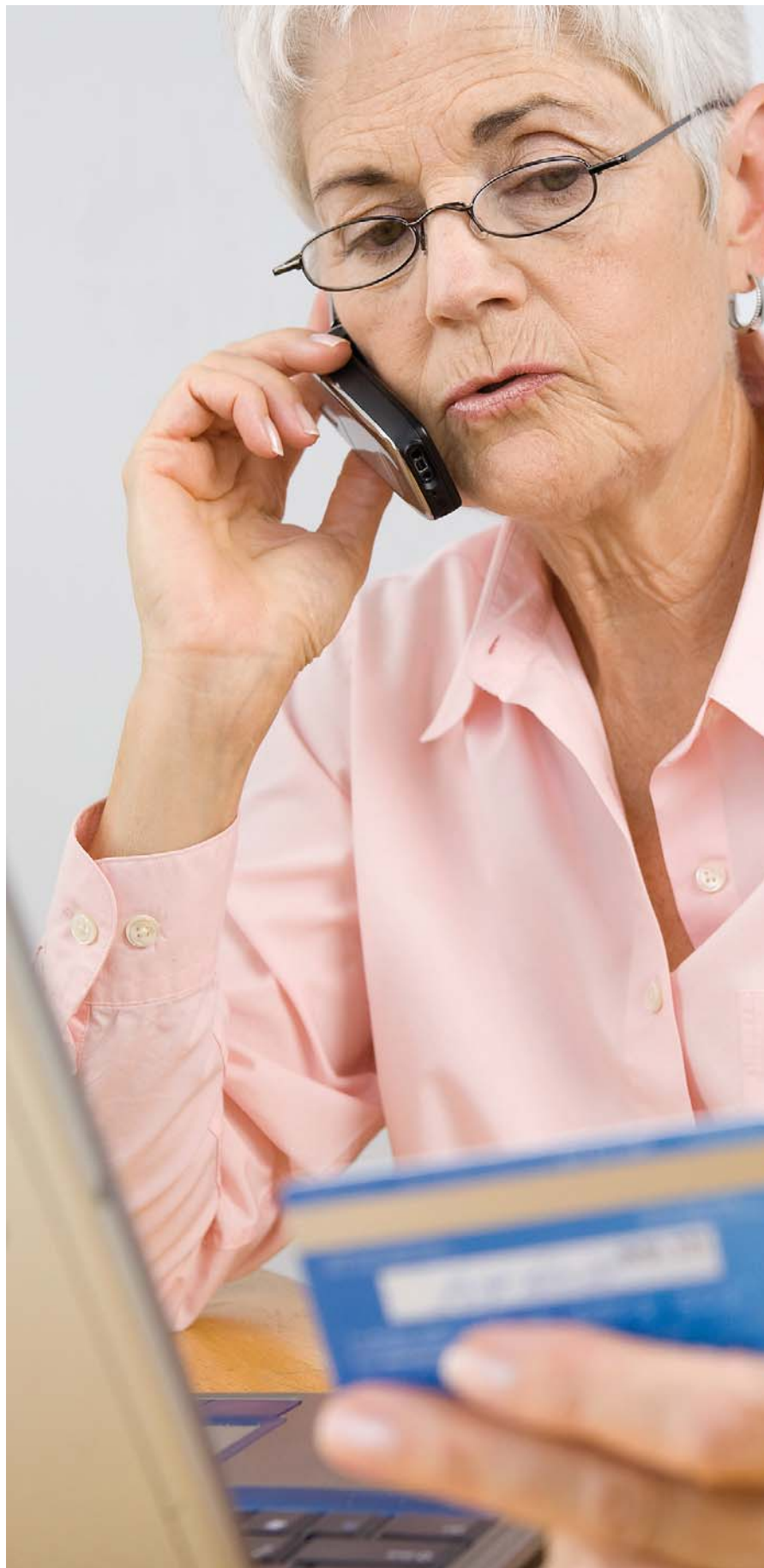
OMB Memorandum M-07-04 (*Use of Commercial Credit Monitoring Services Blanket Purchase Agreements* dated December 22, 2006) was released to assist agencies in mitigating potential damage in the event of a data security breach. This memorandum advised agencies to follow the recommendations developed by the President's Identity Theft Task Force and encouraged agencies to consider GSA's Credit Monitoring Services BPAs to the maximum extent practicable.


The release of Memorandum M-07-16 (*Safeguarding Against and Responding to the Breach of Personally Identifiable Information* dated May 22, 2007) suggested agencies

develop privacy and incident reporting on their privacy management programs, breach notification plans, privacy impact assessments, and information security plans. This document further stated that in the event of a data breach, agencies might be required to promptly conduct an independent risk analysis and submit a report containing the findings to Congressional Oversight Committees of the U.S. Senate and House of Representatives.

To assist agencies in complying with Memorandum M-07-16, GSA established Governmentwide BPAs for the acquisition of independent risk analysis services in October 2007. Under the established BPAs, two GSA contractors, Identity Safeguards and SRA International, will compete to fulfill the Government's need for risk analysis, privacy impact analysis, data breach analysis and response, document the level of risk for potential misuse of sensitive information associated with a particular breach, and formulate mitigation plans. The breached data itself will be analyzed to determine whether there is current evidence of organized misuse. OMB Memorandum M-08-10 (*Use of Commercial Independent Risk Analysis Services Blanket Purchase Agreements* dated February 4, 2008) encouraged agencies to consider GSA's Independent Risk Analysis Services BPAs to the maximum extent practicable.

The Blanket Purchase Agreements (BPAs) for credit monitoring services and for independent risk analysis services have been highly successful and well received. Since inception, the Credit Monitoring Services BPAs have generated over \$8 million in sales; more importantly, the Government has recognized cost savings of \$6 million off the Schedule price and \$10 million off the retail price for similar credit monitoring services.





Still, GSA recognizes the need for creating proactive and reactive solutions to combating data breaches and information security lapses. Safeguarding personally identifiable information (PII) and personal health information (PHI) is a relatively new emerging area. GSA has a distinct business opportunity to expand the Multiple Award Schedules program to include identity protection solutions and services that provide protection against and response to the breach and misuse of PII and PHI data.

Effective April 1, 2008, GSA introduced new special item numbers (SINs) under its Financial and Business Solutions (FABS) Schedule that encompass the full range of services and solutions needed to protect against and respond to the breach of PII, PHI, and other sensitive personal data. Proactive, “pre-breach” services include risk assessment and mitigation services such as the review and creation of privacy policies. Reactive, “post-breach” services include independent risk analysis, credit monitoring, and data breach analysis.

The creation of new SINs under the FABS Schedule, Solicitation FCXB-F4-020002-B, will effectively provide Government agencies access to these services via the Schedules program, whereby agencies can set up BPAs with any number of contractors and for a wide variety of services, all based on their own specific agency requirements. The array of services offered via these new SINs will cover the entire identity protection industry, and can be expanded as agency needs and the identity protection industry evolves.

A FABS Schedule solution will offer agencies access to quality identity protection firms with GSA-negotiated “best customer pricing.” The addition of identity protection solutions SINs will also allow agencies to set up their own BPAs so that they will be ready to take immediate action during crisis situations.

For identity protection firms, a Schedule contract means administrative savings, shorter procurement lead times, and higher visibility through Web sites such as Schedules eLibrary and *GSA Advantage!*®. In addition to these benefits, offering these services under a single Schedule will allow for a compact and focused contracting vehicle that offers agencies “one-stop shopping.”

For more information, please contact Jackie Austin at jacqueline.austin@gsa.gov or by phone at (703) 605-2820.

What is VETS?

A new way for federal agencies to achieve small business goals through purchase of Information Technology solutions from small businesses owned by service-disabled veterans.

VETS is:

- **A multiple award indefinite-delivery/indefinite-quantity contract**
- **Designed to provide cutting-edge technology solutions to federal agencies without the expense and time involved in open market set-aside procurements**
- **A result of Executive Order 13360**

GSA, in its continued commitment to help federal agencies reach their small business goals, is proud to introduce its newest contract designed to simplify the acquisition of information technology solutions from firms owned by service-disabled veterans.

The VETS GWAC offers the right mix of innovative solutions from industry partners who stand ready to meet your next technology challenge.

Features

- Set-aside contract for service-disabled veteran-owned firms
- Five-year base period with one, five-year option
- Two functional scope areas
 - Systems Operations & Maintenance
 - Information Systems Engineering
- Ordering procedures based on Fair Opportunity (FAR 16.505)
- \$5 billion program ceiling

Benefits

- Federal agency assistance in meeting 3 percent goal for contracting with service-disabled veteran-owned firms
- Pre-competed, easy to use contracts
- Short procurement lead time
- Training and support from VETS GWAC acquisition team
- Increased contracting opportunities for small business
- Flexible subcontracting arrangements, especially with service-disabled veteran-owned businesses

Getting started is easy. Just call (877) 327-8732 or send an e-mail to vetsgwac@gsa.gov. Visit www.gsa.gov/vetsgwac.



Federal Acquisition Service



GSA Multiple Award Schedules Classroom Training

At Your Service: Acquisition experts provide Best Value Solutions to meet *any* need.



Course Description

This course is offered to all personnel from agencies and organizations eligible to buy commercial products/services through the General Services Administration (GSA) Multiple Award Schedules (MAS) Program. It will teach Schedule users how to obtain the best value from the GSA MAS Program by using the special features associated with the program, differentiating the key tasks accomplished by GSA from those accomplished by the Schedule user, and walk through the process necessary to successfully award and administer Schedule orders.

Prerequisites:

- **A minimal level of mastery of the language and terminology used in the GSA MAS Program**

Target Audience:

The target audience includes Contracting Officers, acquisition personnel, and individuals who serve in support roles in acquiring products/services from GSA Multiple Award Schedules.

Cost:

Free. You provide the space and we provide the rest.

Course Learning Objectives

Upon successful completion of the course, participants will be able to:

- **Identify key facts about the GSA MAS Program**
- **Describe how GSA Multiple Award Schedules forge a link between the sellers of commercial products/services and government buyers**
- **Conduct successful market research on the Schedules Program by identifying and using readily available sources of market research information**
- **List key points to consider when identifying and resolving weaknesses in product requirements**
- **List key points to consider when identifying and resolving weaknesses in service requirements — commercial services and statement of work**
- **And much more**

Length:

2 days of classroom training which can be customized to meet your needs. Begin your training today. Earn while you learn. Participants receive 16 Continuous Learning Points (CLPs) for the training.

For additional information on classroom training and course customization, you may call (703) 605-2568, or e-mail Rachael.Lerum@gsa.gov.

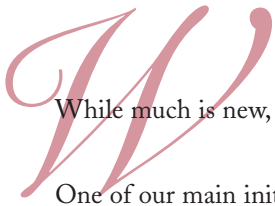
One Country. One Mission. One Source.

A Look Ahead

The Future of GSA Multiple Award Schedules



The GSA Multiple Award Schedule (MAS) program is having a great year. With the formal part of the transition to the Federal Acquisition Service (FAS) behind us and the possibilities available to integrate within the General Supplies and Services (GSS) portfolio ahead, we are positioned to strengthen the MAS program through streamlined offerings and solutions.



While much is new, our program is mature and strong.

One of our main initiatives in 2008/2009 revolves around **growth** through new products and services.

Several new customer opportunities are on the horizon for GSA Multiple Award Schedules (MAS). State and local governments are now authorized to purchase disaster recovery items through MAS and new shared services lines of business covering human resources and financial management are also bringing positive exposure to GSA. After some tremendous work, the Federal Strategic Sourcing Initiatives for office supplies and other products have been launched and are showing success with our customers.

More significantly, we will target **growth** through new schedule and contract vehicle expansion. More than just filling the “gaps” in our offerings, these new expansions recognize a fast changing market, and poise GSA to continue offering the products, services, and solutions our customers most need.

Ancillary Repair and Alteration is near to being available to MAS, a service that will greatly enhance the solutions we provide through several Schedules. This new service makes schedules more comprehensive by allowing routine repair and alterations to be included in the order. The addition of these services makes a purchase or task order more comprehensive than previously allowed. Examples include: routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, or landscaping.

Other schedule expansions include the following:
Background Investigations and Social Services, Technical Photography, Packaged Fitness and Daycare Rooms, Green Roofs, Blue Collar Temporary Services, Call Centers, Security Convergence, Integrated Health Services, Supplemental Real Estate Services, Construction Management, and Safeguarding Personally Identifiable Information and Personal Health Information.



Training from



GSA Multiple Award Schedule 69 –
Training Services and Devices

Need to learn a foreign language?

Improve your communication or supervisory skills?

Do people in your organization need computer, medical, HAZMAT, CPR, or mandated defibrillator (AED) training? From classroom training, video- and distance-learning training, online training, and college degree programs, to training for employee development, leadership, and management development skills,

GSA Multiple Award Schedule 69 has it all!

Instructor led training is by far the most diverse and far reaching category in GSA's offering. Training is available in nearly any possible category, and GSA vendors can provide agencies with comprehensive training in multiple formats for virtually any need.



There are also degree and certification programs, personal enrichment courses and vocational training, as well as “train the trainer” and hands-on training through the use of simulators.

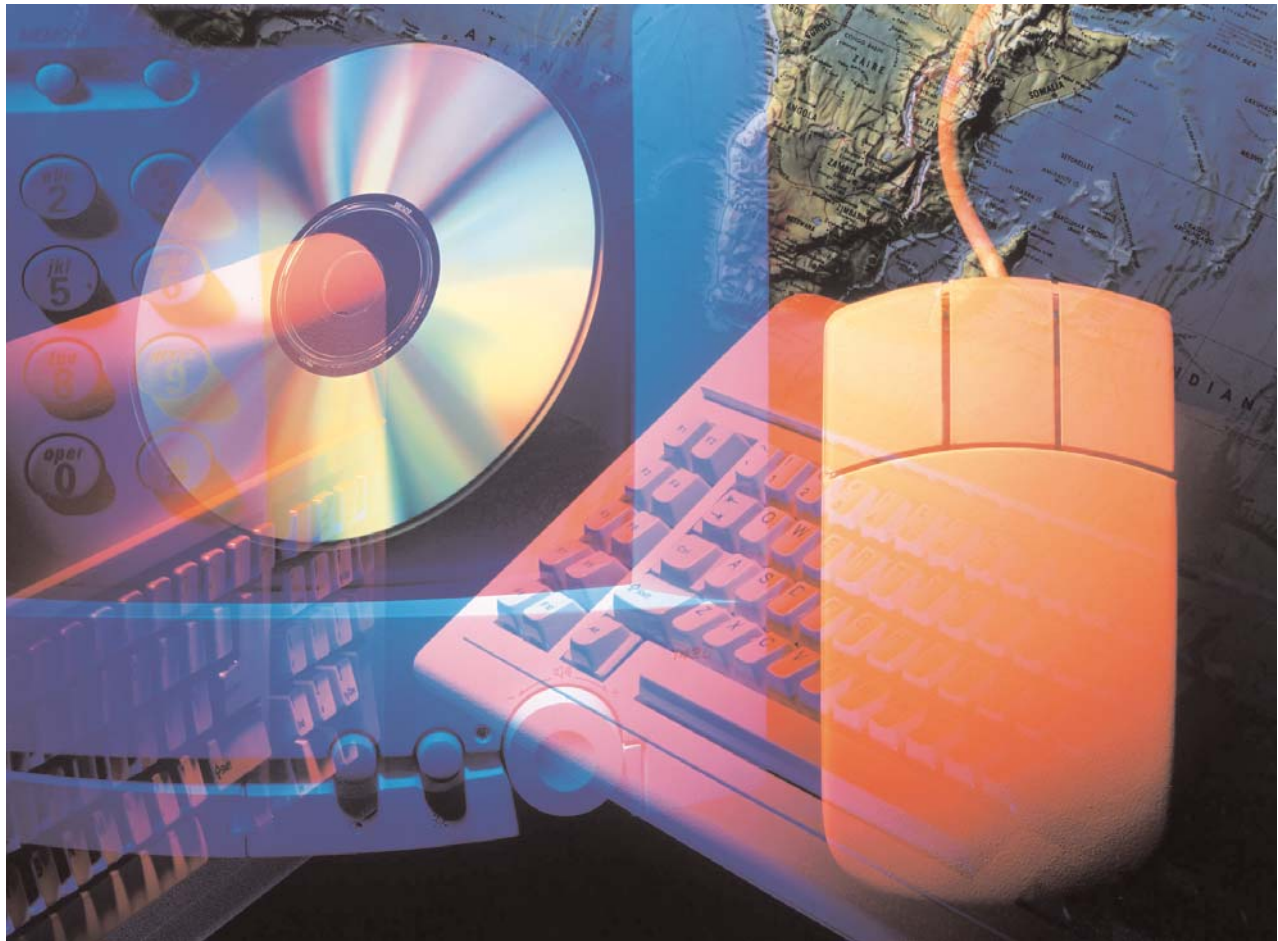
Whatever your training needs ... wherever and whenever you need it, turn to GSA to make it happen! With GSA's Multiple Award Schedule 69 you can count on convenient, one-stop shopping for all your training related needs. It's the ideal route for identification, selection, and acquisition of smart solutions for instructor-led training, course development, test administration, and so much more! No matter how complex or simple your training mission is, GSA's Multiple Award Schedule 69 promises an extensive

selection of highly qualified contractors who will work closely with you to develop courses and perfect training solutions.

Whether you need training aids, materials or devices, or assistance, instructor-led training and/or customized training services, it's the best avenue for resources and services — provided at your location, off-site, or online any time of the day or night. Equally important, finding exactly what training resources you are looking for is easy and convenient with GSA's Multiple Award Schedule 69.

To assist you in easily locating exactly what you need, the many solutions offered on this GSA schedule are categorized in the following Special Item Number (SIN) descriptions:





Training Aids & Devices (SIN 27 100)

- Medical Models & Simulators
- Hands-On Training Devices
- Computer Training Devices
- And Much More!

Prepared Printed Instructional Materials (SIN 27 200)

Featuring high-quality printed training and instructional materials for:

- General Education
- Computer
- Vocational / Trade
- Health & Safety
- Business Instruction
- Workplace Training

Reference guides are available for any kind of teaching or training, even your most complicated processes! They

are available for such diverse areas as team building, coaching tactics, facilitator guides, effective people skills, and so much more.

Prepared Audio & Visual Instructional Materials (SIN 27 300)

Includes General Education, Computer, Vocational/Trade, Health/Safety, and Business Instruction and Training Tools and Materials. This SIN provides professionally prepared, user-friendly audio & visual instructional materials, multi-media program kits, and computer-based training programs, such as CD-ROM-based training, which brings the classroom to you and most important, allows employees to proceed with training at their own pace, and fit with any schedule. It covers such areas as:

- Security Management Practices
- Access Control
- Security Models & Architecture
- Physical Security
- Telecommunications & Network Security
- Cryptography
- Legal & Ethic Issues
- Applications & Systems
- Operations Security Development
- Business Continuity & Disaster Recovery Planning
- Disaster Preparedness.

Instructor-Led Training (SIN 27 400)

Covers training for a broad spectrum of areas including, but not limited to:

- General Education
- Computer
- Vocational / Trade
- Health & Safety
- Business Instruction
- Workplace Training

Types of instructor-led training curriculum available are those designed for on-site DOT HAZMAT transportation, federal accounting standards, cost and recovery auditing, management skills, violence in the workplace, basic cargo operations and damage control, and strategic sealift communications, to name just a few. “Train the Trainer” courses for both managers and employees are also available.

Note: Excludes procurement training courses developed by the Federal Acquisition Institute (FAI) and the Defense Acquisition University (DAU) for GS-1102 job series.

See our *Gallery of Training* on page 54 for illustrative examples of the kinds of instruction GSA vendors can provide.

Course Development and Test Administration (SIN 27 500)

The SIN features an endless variety of custom software development and custom assessment development that can be perfectly tailored to meet your specific needs to satisfy all of your agency’s course development, administration, and testing requirements. For example, Change Management and Leadership Development programs are available and can be tailored to the core competencies, values, and needs of your organization.

Contracting Curriculum Core GS1102 (SIN 27 600)

The many available core acquisition training courses for GS1102s include:

- Acquisition Planning I & II
- Federal Contract Negotiation Techniques
- Contract Formation I & II
- Contract Administration I & II
- Price Analysis
- Cost Analysis
- Intermediate Contract Pricing
- Contract Law
- Architect-Engineer Services Contracting
- Construction Contracting

How To Place An Order

Point, click, and shop at the GSA *Advantage!*® Web site (www.gsaadvantage.gov) using your GSA SmartPay® credit card, or place an order directly with a vendor.

For questions concerning ordering procedures and/or products or services under Schedule 69, contact the SmartShop customer service team at (212) 264-0868, or via email at smartshop@gsa.gov. For more information on Schedule 69 and a listing of vendors on contract, visit GSA Schedules eLibrary at www.gsa.gov/elibrary.



GSA's *Gallery of Training*

Instructor-led training is by far the most diverse and far reaching category in GSA's offering. Training is available in nearly any possible category and GSA vendors can provide agencies with comprehensive training in multiple formats for virtually any need. To follow are just a few examples.

Wilderness Medicine

Training in wilderness medicine is specialized, involving advanced practices and protocols based on the degree of remoteness from hospitals and physicians. A full range of courses is available including Wilderness First Aid, Wilderness First Responder, and Wilderness EMT Upgrade. GSA vendors have delivered realistic hands-on education to some of the most elite providers in all corners of the world, from military special operations and offshore scuba expeditions to Everest mountain guides and weekend hikers. Curriculum is evidence-based and meets applicable national standards and guidelines.





Equipping Soldiers for Combat

One of the most significant and dangerous threats to soldiers in Iraq has been the growing incidents of roadside explosions using Improvised Explosive Devices (IEDs). These bombs carry with them a destructive and deadly element of surprise. Road side attacks are becoming very common and American soldiers and civilians are losing

their lives. The Pentagon has recognized this new threat and has worked quickly to adapt – not just to recognize and destroy these devices – but also to incorporate new training for soldiers on the front lines who must face this danger every day.

The Improvised Explosive Device task force was formed to address the problem and devise effective countermeasures, and the need for adaptive training continues. In a continuing effort to develop new training and countermeasures for these devices, DoD turned to GSA for help. A contract was established to bring in experts in the field and obtain the professional support services necessary to assist the Improvised Explosive Device Task Force with IED countermeasure development by providing technical and program management assistance.

Saving Lives

An Automated External Defibrillator (AED) is a device used to administer an electric shock through the chest wall to the heart. Built-in computers assess the patient's heart rhythm, judge the need for defibrillation, and then administer the shock. AEDs are required in all federal facilities and training for these devices is available through GSA Schedule 69.



Training is one of the most critical factors for a successful AED program. GSA vendors provide comprehensive AED training nationwide. Vendors can provide a variety of CPR, first aid, and AED training classes. Ongoing compliance services and refresher training is available to ensure agency employees are kept up to date with the skills necessary to act in times of crisis. Web-based continuing education courses are available, allowing the greatest flexibility to ensure continued compliance.



On Campus

GSA offers traditional courses through a variety of vendors. These undergraduate and post-graduate courses include virtually any typical college subject – from business and engineering courses to language courses or even vocational training. For groups of employees seeking to attain a degree or to

build upon credits earned, GSA vendors can facilitate the entire process, from scheduling and enrollment through completion. Classes can be delivered on-site or online.

Marine Certification



The vast complement of Marine training provided by GSA contractors is astounding. From navigation to fire fighting and personal survival to nearly every type of Coast Guard certification available, this category of training allows participants to be fully prepared for any contingency at sea.



Disaster Management

GSA vendors have trained emergency responders worldwide to better prepare to respond to and mitigate incidents. Training includes presenting engaging, real-world

environments and stressful scenarios to response and rescue personnel that enhance team and individual skill sets at all levels of response. Testing and validation of emergency response and management plans is also addressed in these scenarios. This training bridges the gap between tabletop exercises and real world experience.



Critical Driving Skills

Modern military, law enforcement, and civilian agency personnel whose assignments may take them to some of the most rugged and inhospitable parts of the globe often require specialized driver training. GSA vendors provide professional certified instructors with years of experience in off-road driving, vehicle recovery, vehicle modification, and field repair. This category of training is uniquely suited for Military Special Teams, Urban Tactical Units, disaster first responders, and others in need of the critical driving skills demanded to

operate a 4WD vehicle in harsh conditions and terrain where backup may be hours or days away. Critical vehicle navigation, driving, and recovery techniques can help ensure the safety and success of your agency's mission – regardless of the terrain in which you operate.

Bringing them Home

Our Marines, Sailors, and Soldiers prepare for months to go to war. When they return it is essential to equip them with the right tools to return to their homes, family, and community. Comprehensive training focused on the whole person – personally, emotionally, educationally, and socially – is now available through contractors on GSA Schedule 69.

Training on combat re-adjustment issues ranging from anger management and stress management to depression, alcoholism, and

Post Traumatic Stress Disorder can help participants identify resources to help better balance life after combat.



Get On the Bus

An American School Bus Primer

By Emily LeDuc

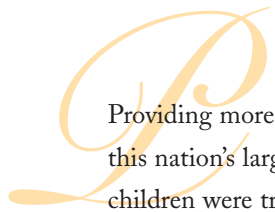




In the twilight of the 19th century, many U.S. states were passing legislation to publicly fund pupil transportation to and from school. State-mandated, compulsory school attendance and the consolidation of public schools had forced the issue and an industry was born. In the beginning, modified farm wagons were used, then motorized trucks, leading to enclosed wooden vehicles, and finally in the 1920s, steel bodies replaced the old wooden ones, and the modern school bus began to emerge.







Providing more than 10 billion rides to and from school annually, the school bus industry is one of this nation's largest service industries. In 1950, according to StateUniversity.com, seven million children were transported in 115,000 school buses. Fifty years later, 448,307 school buses transported 22,675,116 children more than 3,788,427,941 miles to and from public schools at a cost of more than 11 billion dollars per school year.

The school bus is an extension of the classroom. Here, all the same behavior standards apply to the students, and all applicable laws are in effect. For example, the Americans with Disabilities Act (ADA) and all its dictates apply to the school bus environment to ensure all students have equal opportunity for education.

Educational opportunities for children with disabilities have increased over the years and thus transporting children with disabilities to receive education has evolved. Today, more than ever, Federal law has prompted improved specialized equipment for school buses. Students with special needs are now provided safe travel to and from school allowing them equal access.

Anatomy of a School Bus

Composed of a straight-body truck chassis with the body mounted on two I-beams, the school bus body contains a skeletal system beneath its finish and trim. Heavy-gauge steel collision beams covered by heavy-gauge steel plates frame the vehicle. In fact, the skeletal framework and network of safety features are so specialized, it is necessary to provide specific training for emergency personnel who must learn how to safely extricate passengers in the event of an accident.

Compartmentalization has been and continues to be the industry standard for maintaining the highest level of school bus safety. This construction technique allows for a passive restraint system, eliminating the need for seat belts. Passengers are elevated, diminishing the effect of a collision with an average-sized vehicle on the road. Specially cushioned seats spaced close together create a padded protective safety zone in the event of a collision. Aisles are twelve inches wide and passengers are shielded from possible ejection due to the high placement of windows on the bus. The arrangement of the pupils themselves – two or three to a seat – also provides protection, as they cannot move too far from their safety zone.



Improving Safety and Service

In 1966, The National Traffic and Motor Safety Act was passed revolutionizing motor vehicle safety in the United States and in 1977 safety characteristics of school buses were updated to address crashworthiness of the vehicles. In 1992, school bus safety again became a concern and more safety features were required, adding emergency exits, better mirrors for the driver to be able to see around the bus, and swing-out stop arms to alert motorists when children are entering or exiting the bus.

The National Highway Traffic Safety Administration (NHTSA) is continually looking for ways to improve school bus safety. They research and investigate new technology and alternative methods to improve federal school bus passenger crash protection requirements. Although compartmentalization has proven to be an excellent form of school bus passenger crash protection, the organization still looks for potential improvements in passenger crash protection for the next generation of school buses.

School bus design is an exercise in form following function. The safety and protection of school bus passengers defines the design and manufacturing process. As a result, school bus transportation is hailed as the safest form of surface transportation in America, surpassing travel by automobile, truck, public bus, or train. Federal standards dictate the manufacturing process and require companies to meet stringent guidelines in order to certify that each vehicle is safe to operate and is in compliance.

GSA School Buses

GSA School and School Activity Buses are now a part of Federal Standard 833 and can be found on our AutoChoice ordering system under the heading of School and Adult Work Buses. GSA supplies a variety of buses for any and all transportation purposes. Buses specifically designed for pupil transportation come in four types. Each standard bus has dozens of options available to tailor the vehicle to your agency's specific transportation needs. GSA buses are built to order and meet or exceed the safety requirements of the State in which they are operated. With ten Special Item Numbers and many options to choose from, there is something to meet your agency's every need.

Please Note: AutoChoice is only available for Executive and DOD agencies and is not a part of the MAS program. The images used in this article are not contract items and therefore are not representative of available vehicles from GSA.



Type A School Bus

These buses have a lower pupil capacity and feature more maneuverability for light duty applications. The SINS covered by this specification are as follows:

301C- 14 Children, Type A, School Bus

302C- 24 Children, Type A, School Bus

304C- 30 Children, Type A, School Bus

305C- 36 Children, Type A, School Bus

Standard features include:

1. School bus yellow exterior paint color
2. Remote controlled and heated exterior mirrors
3. Coolant system equipped with constant tension hose clamps and extended life coolant
4. Interior walls and ceiling metal surfaces painted white with aluminum color textured metal below passenger windows to the top of the seat rail
5. School bus bench seats grey vinyl covered



Dr. Frank Cyr

Father of the American School Bus

He was a man consumed with addressing the needs of rural education and the country school. Dr. Frank Cyr was born in rural Nebraska in a farm community with a one-room school house. He was educated there as wagon trains traversed the Great Plains. Cyr later earned a degree in Agriculture and ultimately a Ph.D. from Columbia University's prestigious Teachers College in New York. He was this nation's foremost authority on rural education and its specific requirements.



In 1939, Cyr called a conference to address national standards for school buses. Until then, children were transported using a number of different types of vehicles from trucks to horse-drawn wheat wagons. Due to a lack of national standards there were no manufacturers who were willing to produce school buses on a grand scale.

Cyr recognized the growing need to standardize the means of transportation for the three million children who were taken back and forth to school each day. He summoned educators and administrators to meet with automotive engineers at Teachers College. The outcome was a highly successful meeting that established 44 national standards for various parts of the vehicle, from windows and doors to dimensions and color.

Since then, school bus specifications have been continually updated to ensure our children are given the best transportation possible to and from school. There is one original specification that has never changed - school bus yellow with black lettering - chosen to give buses maximum visibility at dawn and dusk.

6. Child use seat belts
7. Floor surface is medium grey color rubber or vinyl
8. Split sash tinted passenger windows

Certain options available for this standard item will reduce seating capacity. GSA buses comply with 2008 U.S. EPA emission standards. This bus must be fueled with Ultra Low Sulfur Diesel Fuel (ULSD).

For availability please contact us on our CARS line (703) 605-2277 and ask to speak with one of our Bus Team members for availability. Time of Shipment is 150 days.

The item descriptions, minimums, options, and manufacturer data can be viewed on GSA's Web site www.gsa.gov/automotive. Click on the link for all standards and refer to Fed Std 833C, Items 301C-305C, Type A School Bus.

Conventional Type C and Front Engine Type D School Bus

Buses are configured to comply with the state pupil transportation requirements to which it will be delivered. Buses can be equipped, by option, as a child activity bus which has white exterior paint color and high back individual seating meeting child transportation requirements. Type C buses are built on a Conventional Cowl type medium-duty truck chassis and the Type D front engine forward control buses are built on a rail type medium-duty chassis.

Standard features include:

1. School bus yellow exterior paint color
2. Remote controlled and heated exterior mirrors
3. Coolant system equipped with constant tension hose clamps and extended life coolant
4. Interior walls and ceiling metal surfaces painted white with aluminum color textured metal below passenger windows to the top of the seat rail
5. School bus bench seats grey vinyl covered
6. Floor surface is medium grey color rubber or vinyl
7. Split sash tinted passenger windows

Certain options available for this standard item will reduce seating capacity. Time of Shipment is 180 days. The SINs covered by this specification are as follows:

- 320C- 42 Children, Type C, School Bus
- 321C- 54 Children, Type C, School Bus
- 322C- 66 Children, Type C, School Bus
- 332C- 72 Children, Type D Front Engine, School Bus

The item descriptions, minimums, options, and manufacturer data can be viewed on GSA's Web site at www.gsa.gov/automotive. Click on the link for all standards and refer to Fed Std 833C, Items 320C-332C, Types C and D Front Engine School Bus.

Rear Engine School Bus

This heavier duty, more powerful school bus comes in two different capacities. These buses are designed and intended to be used for pupil transportation to and from school. Buses will be configured to comply with the state pupil transportation requirements to which it will be delivered. Buses can be equipped, by option, as a child activity bus which has white exterior paint color and high back individual seating meeting child transportation requirements. Body configuration is forward control on a medium-duty truck type chassis.

Standard features include:

1. School bus yellow exterior paint color
2. Remote controlled and heated exterior mirrors
3. Coolant system equipped with constant tension hose clamps and extended life coolant
4. Interior walls and ceiling metal surfaces painted white with aluminum color textured metal below passenger windows to the top of the seat rail
5. School bus bench seats grey vinyl covered
6. Floor surface is medium grey color rubber or vinyl
7. Split sash tinted passenger windows



Certain options available for this standard item will reduce seating capacity. Shipping time is 180 days. The SINs covered by this specification are as follows:

336C- 54 Children, Type D Rear Engine, School Bus

338C- 78 Children, Type D Rear Engine, School Bus

Item descriptions, minimums, options, and manufacturer data can be viewed on GSA's Web site at www.gsa.gov/automotive.

Click on the link for all standards and refer to Fed Std 833C, Items 336C-338C, Type D Rear Engine School Bus.

Look to GSA for all your automotive needs. Visit our Web site at www.gsa.gov/automotive, or contact us at our CARS line (703) 605-2277.

Sources for this article:

<http://education.stateuniversity.com/pages/2512/Transportation-School-Busing.html>

www.gsa.gov/automotive

<http://query.nytimes.com/gst/fullpage.html?res=990CE0DB113FF937A3575BC0A963958260&st=cse&sq=yellow+schoolbus&scp=7>

http://en.wikipedia.org/wiki/School_bus

GSA is proud to play a role in providing school buses for our nation's most precious resource – our children.

Did you Know?

Pennsylvania is the only U.S. state to completely fund school bus transportation for all children, including expenditures for transportation and capital outlay to purchase new or replacement school buses.

School buses are constructed using the concept of *compartmentalization*, which provides a passive restraint system in lieu of seat belts.

The school bus is considered an extension of the classroom with the same behavior standards. Drivers must receive the most up-to-date training in pupil discipline methodology in order to provide both safe transportation and a safe environment for all riders.

An old adage in the school transportation industry goes, "When the economy is bad, we have all of the school bus drivers we need; however, when the economy is good, we cannot get enough drivers." With fewer stay-at-home mothers, the pool of available drivers has been reduced, even during economic downturns.



Ask the Acquisition Expert



Welcome to GSA's "Ask the Expert" column. Here, we answer commonly asked questions received about the GSA Multiple Award Schedules (GSA MAS) program.

This month, the "Ask the Expert" column answers questions about ordering procedures for GSA Multiple Award Schedules.

We Want to Hear from You!

We would like to gather your questions in advance and then respond to them. Please send any questions to asktheexpert@gsa.gov. You may well see your question in our next edition!

Question: What are the differences between GSA Multiple Award Schedule (MAS) contracts, Governmentwide Acquisition Contracts (GWACs), and Multi-Agency Contracts (MACs)?

Answer: GSA Multiple Award Schedule (MAS) contracts, also referred to as GSA Schedule and Federal Supply Schedule contracts, are indefinite delivery, indefinite quantity (IDIQ) contracts that are available for use by federal agencies worldwide. GSA awards and administers MAS contracts pursuant to 40 U.S.C. 501, Services for Executive Agencies. Under the MAS Program, GSA enters into governmentwide contracts with commercial firms to provide over 11 million commercial supplies and services. Agencies place orders directly with MAS contractors. Interagency agreements are not required when placing orders against MAS contracts. The Economy Act does not apply when placing orders against MAS contracts.

Governmentwide Acquisition Contracts (GWACs) are task order or delivery order contracts for information technology established by one agency for governmentwide use (see Federal Acquisition Regulation (FAR) 2.1, Definitions). Each GWAC is operated by an executive agent designated by the Office of Management and Budget (OMB) pursuant to section 5112(e) of the Clinger-Cohen Act. The Economy Act does not apply when placing orders under GWACs. To use GWACs, agencies may either obtain a delegation of authority from the GWAC Center or work through a procurement support operation such as GSA's **Office of Assisted Acquisition Services**.

Multi-Agency Contracts (MACs) are task order or delivery order contracts established by one agency for use by government agencies to obtain a variety of supplies and services (see FAR 2.1, Definitions). The Economy Act (FAR 17.5) is applicable to orders placed under MACs, with the exception of MACs for information technology that are established pursuant to the Clinger-Cohen Act.

Question: How do I know I am getting the best price?

Answer: GSA's goal is to be the best value supplier of choice.

GSA Schedule contracts are negotiated with the intent of achieving the contractors' "most favored customer" pricing/discounts under similar conditions. In order to ensure that they receive the best value at the lowest overall cost when using GSA Schedule contracts, agencies are encouraged and empowered to seek price reductions, not only for orders over the maximum order threshold, but also when circumstances warrant (see FAR 8.405-4).

Question: How are the procedures for ordering supplies under GSA Schedule contracts different from the procedures for ordering services?

Answer: Although the **Ordering Procedures for Supplies, and Services Not Requiring a Statement of Work (SOW)** (FAR 8.405-1) differ from the **Ordering Procedures for Services Requiring a Statement of Work (SOW)** (FAR 8.405-2), both sets of procedures are designed to simplify the acquisition process.

For orders of supplies and/or services at, or below, the micro-purchase threshold (which is \$3000):

Place the order with any Schedule contractor that can meet the agency's needs.

For orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold:

Supplies, and Services Not Requiring an SOW: Survey at least three Schedule contractors through the *GSA Advantage!*® online shopping service or review the catalogs or pricelists of at least three Schedule contractors and seek additional price reductions where appropriate; evaluate; and make a best value selection.

Services Requiring an SOW: Prepare a Request for Quotation (RFQ) that includes the statement of work and the evaluation criteria; transmit the request to at least three Schedule contractors; evaluate responses; and make a best value selection.

Note: Each Schedule contract has a maximum order threshold, which will vary by special item number. The maximum order threshold represents the point where, given the dollar value of the potential order, the ordering activity shall seek a price reduction.

For orders exceeding the maximum order threshold or when establishing a Blanket Purchase Agreement (BPA):

Supplies, and Services Not Requiring an SOW: Follow the same procedures for orders exceeding the micro-purchase threshold, ***except*** review additional Schedule contractors' pricelists (the *GSA Advantage!*® online shopping service may be used to facilitate this review); evaluate; seek price reductions; and make a best value selection.

Services Requiring an SOW: Follow the same procedures for orders exceeding the micro-purchase threshold, ***except*** transmit the RFQ (including the statement of work and evaluation criteria) to additional Schedule contractors that offer services that will meet the needs of the ordering activity; evaluate responses (using the evaluation criteria provided in the RFQ); seek price reductions; and make a best value selection. When determining the appropriate number of additional Schedule contractors, the ordering activity may consider the complexity, scope, and estimated value of the requirement, and the market search results.







Question: What are the documentation requirements when placing orders against GSA Schedule contracts?

Answer: The documentation requirements for placing orders against GSA Schedule contracts are outlined in FAR 8.405-1(e) and 8.405-2(e). Documentation should contain the following basic information:

For supplies and services not requiring a statement of work:

- The Schedule contracts considered, noting the contractor from which the supply or service was purchased;
- A description of the supply or service purchased;
- The amount paid; and
- If applicable, the circumstances and rationale for limiting consideration of Schedule contractors to fewer than required in the Ordering Procedures for Supplies, and Services Not Requiring a Statement of Work (see FAR 8.405-6).

For services that require a statement of work:

- The Schedule contracts considered, noting the contractor from which the service was purchased;
- A description of the service purchased;
- The amount paid;
- If applicable, the circumstances and rationale for limiting consideration of Schedule contractors to fewer than required in the Ordering Procedures for Services Requiring a Statement of Work (see FAR 8.405-6);
- The evaluation methodology used in selecting the contractor to receive the order;
- The rationale for any tradeoffs in making the selection;
- The fair and reasonable price determination required by FAR 8.405-2(d); and
- If applicable, the rationale for using other than a firm-fixed price order or a performance-based order.

STAND

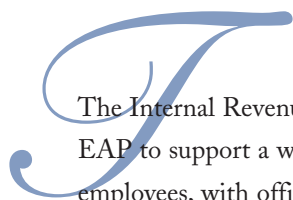
By Me

Employee Assistance Programs
Provide a Multi-purpose Resource
for Agencies



Many think of an
employee
assistance
program (EAP)
as a place to

refer employees for disciplinary action, performance issues, or for substance abuse. But did you know that an EAP can be a comprehensive resource for any employee addressing personal issues from depression to child care resources? These programs provide crisis counseling and even training for employees on a number of performance-enhancing topics. A truly integrated EAP can be a valuable tool for managers and can improve workforce efficiency by offering employees one number to call for help with daily problems or challenges. Having this established resource available at a moments notice can be a valuable asset, and for the IRS it has proven to be a lifesaver.



The Internal Revenue Service partners with a national EAP to support a workforce of more than 100,000 employees, with offices spread throughout the country. The program includes counseling sessions, manager referral support and consultation, work-life services, crisis response, and training programs.

Having the EAP in place was critical when Hurricane Katrina hit, according to Earline Hill, IRS national program manager for the EAP, as part of the Worklife Programs Branch. With thousands of employees displaced and operations temporarily suspended across the Gulf Coast, the IRS Human Capital Office coordinated with other IRS organizations to set up an emergency command center in Memphis, Tennessee, for employees impacted by Hurricane Katrina. The EAP provided on-site counseling services and critical incident stress debriefings (CISDs) for individuals and groups to help process the trauma of the disaster. Support via telephone was available, giving employees detailed information on emergency services, housing alternatives, relocation, clean-up resources, and other forms of assistance. Workshops and follow-up counseling sessions were delivered in the following months to ensure employees were coping and returning to normalcy.

According to Ms. Hill, the IRS has a strong philosophy of supporting its workforce and goes the extra mile to ensure employees get what they need. The EAP is a part of that philosophy, she said, and the importance of these services could be seen in the essential help given to employees after Hurricane Katrina.

Employee Assistance Programs can provide your agency's employees the same type of support. They offer services for problems that touch all aspects of an employee's life, including:

Stress and relationship problems

Employees can call the EAP for stress, depression, anxiety, and family and relationship problems. By providing appropriate help through in-person counseling, the EAP helps employees stay focused and effective on the job. Managers also may refer employees to the EAP for professional, confidential help.

Work-life issues

Today's EAP often includes a work-life component, which may be comprised of child/elder care referral services, concierge services, and guidance on legal and financial issues. These services save time, reduce stress, and may decrease absenteeism for personal issues.

Professional and personal development

Many EAPs provide training sessions for employees, addressing issues such as handling stress and change, getting organized, resolving conflict, and even meeting child care challenges. These "lunch n' learn" training sessions benefit employees and can make them more productive. For managers, EAPs can provide training on compliance and regulatory issues as well as personal development skills such as team-building and leadership.

EAPs are an important resource for both managers and employees. By choosing the right provider, an agency can support managers and improve workforce efficiency by removing employee distractions and providing valuable skills through training.

For more information on GSA Schedule 738 X, Human Resources and Equal Opportunity Employment Services, please contact:

Robert Woodside
(212) 264-2693
robert.woodside@gsa.gov

Schedule 738 X can also be found on GSA schedules eLibrary at www.gsa.gov/elibrary.

Evaluating an EAP

To choose the right EAP vendor, here are points to consider:

Service Quality. The vendor should have masters- and PhD-level clinicians answering calls 24/7 within two to three rings.

Coverage. The vendor should have counseling providers in all the cities and areas where the agency has employees, for in-person counseling.

Promotion and Communication Capabilities. The vendor should have a professionally executed education program, including posters, emails, wallet cards, statement stuffers and newsletters to keep employees aware of services.

On-site Trauma Response Counseling. The provider should have internal critical incident experts who can talk through the specifics of an event, develop a strategy, and dispatch a counselor at a moments notice, anywhere the agency has employees.

Integrated Programs. Having counseling, as well as work-life services, accessible through a single 800 number addresses the multi-faceted issues employees face. Integration also increases utilization - when employees see the EAP as providing a wide range of services (child care referrals, financial/legal guidance, etc.), they are more likely to call.

Manager Referral Capabilities. The vendor should have experts who will consult with you and help guide the process when there are employee performance issues.

Online Access.

Having services available online allows employees to self-help at their own convenience.

Training Resources.

The vendor should offer a broad range of topics that are relevant to your workplace, and should be delivered by professional trainers.





Everyone has issues. Now there's one resource to support them all.

Employees are productive when they are free from distractions. A “Build-to-Suit” GuidanceResources® program from ComPsych® surrounds an employee with total support, information and resources for every aspect of life. The result? Employees at optimal performance.

Employee Assistance Programs | Work-Life | Legal | Financial



Contract Number # GS-02F-0004T
 Schedule Number # 738 PART X
Employee Assistance Programs

Ask the **Requisitioning Expert**



Welcome to GSA's "Ask the Expert" column. This column will answer questions about GSA Global Supply pricing.

We Want to Hear from You!

We would like to gather your questions in advance and then respond to them. Please send any questions to asktheexpert@gsa.gov. You may well see your question in our next edition!

Question: How does GSA Global Supply set its prices?

Answer: Since GSA Global Supply offers 300,000+ products through a variety of mechanisms, it's difficult to generalize about the price of a given product, but there are some key elements of our pricing policy:

- Providing our customers with best value for the office supplies, tools, computer products, cleaning supplies, and other items they order;
- Ensuring compliance with a variety of mandates (FAR, AbilityOne [formerly JWOD], Executive Orders, etc.) so customers can buy simply and confidently;
- Leveraging our purchasing power to provide customers with aggressive pricing.

Question: How often are prices changed?

Answer: GSA Global Supply conducts a program-wide, semi-annual review of its prices. Changes are implemented on October 1 and April 1 to mark the start of the fiscal year and the mid-point of that year. Since our supply operations do not receive any appropriated funds, we must operate our entire program on the basis of our sales revenue. Also, there is a process for revising prices between semi-annual reviews if market changes on select commodities, like copier paper, require a change.

Question: If prices change at mid-year, how reliable is my GSA catalog?

Answer: We typically design our catalogs during the spring and utilize the most current pricing data when it goes to print. It is possible that price changes that take effect in October will affect some items in the large Supply catalog that is typically mailed in July. Smaller publications prepared during the year will always use the most current pricing information available. Still, any print publication is a “snapshot” of the best available information. Customers are encouraged to visit us online at www.GSAglobalsupply.gsa.gov or call us at (800) 525-8027 to verify current information on price and availability. Our Web site and *GSA Advantage!*® are both updated nightly to provide the most current information.



Question: How does GSA Global Supply pricing differ from a commercial firm?

Answer: While there are similarities between GSA and a “business” equivalent, GSA’s goal is not to generate a profit. By controlling our costs and generating sufficient revenue to cover those costs, we aim to provide competitively priced goods to federal users and thereby demonstrate economic stewardship of taxpayer funds.

Question: Who determines the final price on GSA goods?

Answer: Setting prices is a collaborative effort that starts with our acquisition centers. Our contracting officers solicit bids on needed items and negotiate aggressively with prospective vendors to minimize our costs. That is true whether the supplier is a commercial vendor, the Federal Prison Industries (UNICOR) or an AbilityOne agency that employs the blind or disabled.

Inventory managers for our varied commodities then project sales, typically for the next fiscal year. Special consideration is given to new items, seasonal products, and other items subject to fluctuating demand.

GSA Pricing Coordinators then factor in projected costs (personnel, facilities, utilities, etc.) and strive to align appropriate mark-ups for various product lines. For almost all products, GSA provides free delivery so the mark-up covers this cost as well. Many products are grouped into “families” with similar mark-ups for consistency and responsiveness to market conditions.

Question: Are there exceptions to this process?

Answer: The most significant exception involves products that are “direct delivery” items. In some cases, GSA accepts the customer order and relays it to a commercial partner for that supplier to pack and ship to the end user. Since GSA’s expenses for these products are reduced, the corresponding mark-up is reduced as well. GSA still handles billing and any customer service work that might be needed, but the customer receives a discount to reflect our lower costs.

Question: What about items that have GSA part numbers instead of NSNs?

Answer: In recent years, GSA Global Supply has added thousands of office products (OS1), tools (TL1) and computer products (CP1A) that bear GSA part numbers instead of National Stock Numbers. We have partnered with Schedule vendors to offer these products without taking physical possession. Discounts and markups on these items are calculated using the Schedule price as the starting point. The net effect is that our customers pay less for the identical product, than they would by ordering direct from the vendor.

Question: If GSA does not receive appropriations, how are its bills paid?

Answer: GSA operates a variety of programs using revolving funds. When it builds, operates, or renovates federal buildings and courthouses, it relies on the Federal Buildings Fund to “recycle” rent payments from customers into payments for cleaning and heating those buildings. Similarly, an Acquisition Services Fund enables GSA Global Supply to accept payments from its customers and use those funds to buy more products to serve them.





A Great Opportunity to Recognize a Great Organization!

Excellence In Partnership Awards 2008

Submit a nomination to recognize procurement innovation and excellence in GSA's FAS programs, in your vendors, and in your agency.

Each year the Coalition for Government Procurement sponsors a series of awards to recognize people and organizations that have made significant strides in the promotion and utilization of GSA's new FAS organization and its programs. There are 15 categories:

- Five for vendors that are innovative and successfully apply GSA programs to solve customer needs
- Five for customer agencies that make the best use of GSA programs to advance businesses and otherwise meet their mission critical requirements
- Five awards to GSA organizations that recognize effective and innovative service to both their customer groups; federal agencies, and businesses.

Check the full list at www.eipawards.org

- ✓ **Nominate** that company that has gone the extra mile in supplying and supporting your agency!
- ✓ **Nominate** that GSA representative that calls on your office and provides support!
- ✓ **Nominate** your own agency to recognize the innovative way you use GSA to meet your agency mission!
- ✓ **Nominate** yourself for using GSA to find a way to make your organization work better!

The awards will be presented at the EIP Awards dinner on October 23, 2008 in Washington, D.C.

Anyone can submit a nomination, whether or not you attend the ceremony, and there is no limit to the number of nominations. They can be submitted anonymously.

**Nominations must be received by
September 15, 2008 to qualify.**

Full information, and a nominating form are available at www.eipawards.org.

Don't delay, nominate today!





TRAINING AND SEMINARS

Let GSA Be Your Guide! GSA's local informational seminars for federal employees and military personnel can answer all of your questions about the wide range of products and services offered by GSA, including supply programs, GSA's Personal Property, Fleet Management, and Travel and Transportation programs, as well as environmental solutions and AbilityOne (JWOD).

Seminars are free; however, lodging and transportation, if required, are the attending agency's responsibility. For seminar details and online registration, go to our Web site at www.gsa.gov/events, or contact your local representative at one of the numbers listed below and on the following page.

We'll Come To You! GSA can customize training seminars to your needs at your location! Call your local group special point of contact in the following list for more information.

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annie.khun@gsa.gov

New England Group Specials:

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Christine Lincoln
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christine.lincoln@gsa.gov

Northeast and Caribbean Group Specials:

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Angela Griffin
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angela.griffin@gsa.gov

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thomasf.brown@gsa.gov

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cindy.yandell@gsa.gov

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How to Register for Travel Training

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By Mail — Mail a completed purchase credit card form to:

Registrar
GSA Professional Development and Training Section
Crystal Park 4, Room 300
2200 Crystal Drive
Arlington, VA 22202

For course scheduling information, please call (703) 605-0555, visit our Web site at www.gsa.gov/traveltraining, or email us at travel.training@gsa.gov.

Special Needs

Employees with special needs who are nominated for training, please call the Travel Training Branch at (703) 605-0555 or email us at travel.training@gsa.gov.

Group Specials and Custom Courses

Let the GSA Mid-Atlantic Region come to you. We will hold any class listed in this catalog for a group formed by you at the site of your choice. Students may come from your organization, or you may join other federal, state or local government agencies to fill a class. We'll also customize any course for your organization or develop a new course to meet your special needs. To discuss group specials and customized courses, rates, and services, please call the Travel Training Branch at (703) 605-0555, or email us at travel.training@gsa.gov.

Our People Make the Difference! We've got the knowledge, the expertise, and the most up-to-date information to put you in control of all your travel needs.

LECTURE COURSES

1745 – Relocation Allowances, FTR, and JTR, Vol. 2 Three-Day Course (\$950)

This class explains, in plain language, the allowances provided to eligible civilian employees making a permanent change of duty station. Course content: travel authorizations, advances and vouchers; service agreements; househunting and en route travel; temporary quarters; shipment of household goods/automobiles; property management; real estate expenses; miscellaneous expenses; and last move home. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

1750 – Relocation Income Tax Allowances Two-Day Course (\$850)

This course looks at the treatment of reimbursed moving expenses by federal tax regulations. Students learn to distinguish between federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax (RIT) allowances and its impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. Students should bring hand calculators to class.

Temporary Duty Travel 1760 – Federal Travel Regulation (FTR) Two-Day Course (\$799)

This lecture course teaches students how to compute temporary-duty travel allowances and responsibilities concerning: travel authorizations; allowable transportation; Fly America Act; contract city-pair fares; per diem allowances; actual expense; eTravel Service (eTS); government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-

changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

1780 – Conference Planning Three-Hour Session (\$450)

This course teaches students the new travel regulations on conference planning, allowing agencies to increase per diem and pay for light refreshments. Discussion includes: where to hold meetings and conferences nationwide; obtaining proposals; estimating budget costs; what's included in room rate; using approved hotel accommodations; agency requirements for conferences; and the best times to hold conferences.

2060 – Advanced Temporary Duty Travel – Federal Travel Regulation One-Day Course (\$499)

This advanced course provides in-depth discussion of the statute pertaining to travel authorizations and per diem allowances for domestic and foreign travel.

Discussion includes long-term Temporary Duty (TDY) assignments, mandatory use of the contract city-pair fares, and arranging travel services in accordance with FTR amendment 2003-7, eTravel Services, effective January 21, 2004. Additional topics include the mandatory use of the charge card, when conference per diem is allowed, miscellaneous expenses, receipt requirements, and voucher submission. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

For course schedules, please call (703) 605-0555, visit our Web site at www.gsa.gov/traveltraining, or email us at travel.training@gsa.gov.

DEPARTMENT OF DEFENSE OFFERINGS

1761 – Approving Official Responsibilities: Federal Travel Regulation (On-Site Arrangements Only)

The travel authorizing/approving official or his/her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee's activities. He/she must ensure that: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the required receipts, statements, and justifications are attached with the voucher. Course content: travel authorizations; allowable transportation; contract city-pair fares; per diem allowances; actual expense; eTravel Service (eTS); government travel charge card; receipt requirements; miscellaneous expenses; submission of vouchers; and approving official's responsibilities.

For more information, please call the Travel Training Branch at (703) 605-0555, or email us at travel.training@gsa.gov.

Temporary Duty Travel: 1765 – Joint Federal Travel Regulations, Vol. 1; (Uniformed Services) Two-Day Course (\$799)

This course teaches students to understand temporary-duty travel allowances and responsibilities for uniform members for the Department of Defense. Topics covered are: travel orders; contract travel office (CTO); allowable transportation; fly America act; contract city-pair fares; per

diem allowances; meal allowances; actual expense; government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of travel allowances make annual (or even twice yearly) training strongly advised.

Temporary Duty Travel: 1770 – Joint Travel Regulations, Vol. 2 Two-Day Course (\$799)

This course teaches students how to understand temporary-duty travel allowances and responsibilities in accordance with the Joint Travel Regulations, Vol. 2 for civilian employees with the Department of Defense. Topics covered include: travel orders; contract travel office (CTO); allowable transportation; fly America act; contract city-pair fares; per diem allowances; meal allowances; actual expense; government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of travel regulations make annual (or even twice yearly) training strongly advised.

For course schedules, please call (703) 605-0555, visit our Web site at www.gsa.gov/traveltraining, or email us at travel.training@gsa.gov.

DEPARTMENT OF DEFENSE

ON-SITE SPECIALS

1762 – Approving Official Responsibilities: Joint Federal Travel Regulations, Vol. 1 (Uniform Services) (On-Site Arrangements Only)

The travel authorizing/approving official or his/her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee's activities. He/she must ensure that: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the required receipts, statements, and justifications are attached with the voucher. Course content: travel orders; transportation allowances; contract city-pair fares; premium class travel; per diem allowances; contract travel office (CTO); actual expense; miscellaneous expenses; receipt requirements; submission of vouchers; and approving officials responsibilities.

1771 – Approving Official Responsibilities: Joint Federal Regulations, Vol. 2 (On-Site Arrangements Only)

The travel authorizing/approving official or his/her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee's activities. He/she must ensure that: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the required receipts, statements, and justifications are attached with the voucher. Course content: travel orders; transportation allowances; contract city-pair fares; premium class travel; per diem allowances; contract travel office (CTO); actual expense; miscellaneous expenses; receipt requirements; submission of vouchers; and approving officials responsibilities.

For course schedules, please call (703) 605-0555, visit our Web site at www.gsa.gov/traveltraining, or email us at travel.training@gsa.gov.

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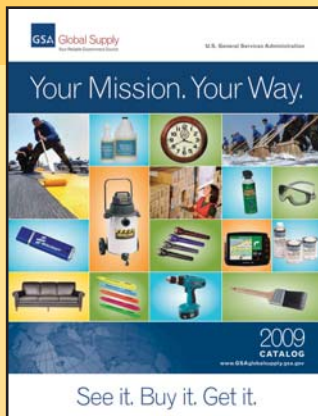
GSA Global Supply Catalogs

Shown here are the most recent examples of publications designed to assist our customers with locating and ordering our most popular items. These publications and other specialty catalogs can be ordered online at **www.gsa.gov/cmls**.

Feel free to order copies of existing catalogs, or indicate your buying interests for future catalogs so that we can provide you with current editions as they are published.

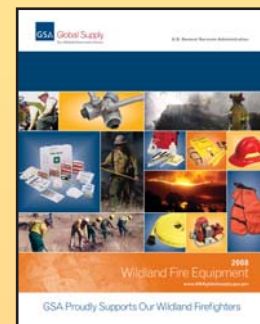
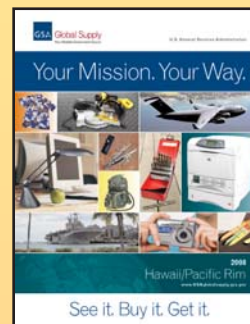
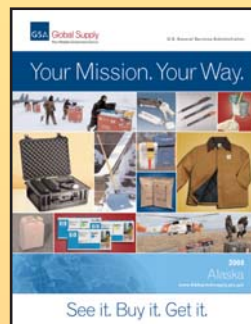
Customers without Internet access can call (817) 334-5215 and accomplish the same tasks.

NEW! 2009 GSA Global Supply Catalog Now Available



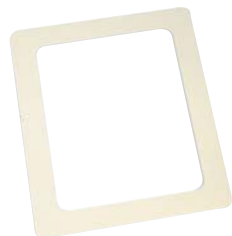
Other Catalogs Also Available:

- Office Products
- Tools and Hardware Catalog
- Wildland Fire Equipment



Reduced Price!

Transparency Mounting Frame



Frame is made of 10-point, eight-ply, white pressboard stock. Inside corners of frame are 3/8" round. Inside aperture measures 8 x 10"; outside measures 10 x 12".



♻️ 25% Recovered Material, Which Includes 50% Postconsumer Material

NSN 6750-00-378-6825

Price ~~\$10.17~~ **\$7.82** PG (contains 50 EA)

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Award Plaque

◀ Pre-assembled, brushed-edge plaque with an 8-1/2 x 11" certificate. Has non-glare pocket cover, mailer, and blank "Certificate of Appreciation". **CPG**

♻ Contains 100% recovered material, which includes 50% postconsumer material

NSN 9905-01-357-9986

Color Oak

Size 11-1/4 x 13-3/4"

Price \$8.96 EA

NSN 9905-01-357-9985

Color Walnut

Size 11-1/4 x 13-3/4"

Price \$8.96 EA

◀ Pre-assembled plaque displays awards measuring 8-1/2 x 11". The plaque has a black marble finish with a gold colored frame to accentuate the award. **CPG**

♻ Contains 100% recovered material, which includes 50% postconsumer material

NSN 9905-01-385-7522

Color Black Marble Finish

Size 11-1/2 x 14"

Price \$11.17 EA





Insta-Plaque

Do-it-yourself award maker instantly assembles to present and protect awards, letters, documents, licenses, photographs, and diplomas with a clear acrylic cover. Reusable plaque has a clear protective cover with four pre-drilled holes and four decorative tacks for attaching the acrylic frame to the plaque. Plaque holds 8-1/2 x 11" documents. **CPG**

◀ Includes a blank "Certificate of Award" for inscription.

♻ Contains 100% recovered material, which includes 50% postconsumer material

NSN 9905-01-357-9983

Color Oak

Size 10-1/2 x 13"

Price \$9.27 EA

NSN 9905-01-357-9984

Color Walnut

Size 10-1/2 x 13"

Price \$9.27 EA



◀ Includes a blank "Certificate of Appreciation" for inscription.

♻ Contains 100% recovered material, which includes 50% postconsumer material

NSN 9905-01-408-6049

Color Oak

Size 10-1/2 x 13"

Price \$8.96 EA

NSN 9905-01-408-2270

Color Walnut

Size 10-1/2 x 13"

Price \$8.96 EA

NSN 9905-01-408-6051

Color Black Marble Finish

Size 10-1/2 x 13"

Price \$8.96 EA

Desktop Calculator

Dual-powered portable desktop calculator uses both solar and battery power for display. Big number angled display is easy to read with ergonomically designed body and keys. Three memory keys. **SKILCRAFT** **AbilityOne**

◀ 10-digit calculator.

NSN 7420-01-484-4580

Color Black

Price \$23.18 EA

◀ 12-digit calculator also features square root, sign change, sign shift, and "00" keys.

NSN 7420-01-484-4560

Color Black

Price \$22.64 EA



▲ Scientific Calculator

Features eight-digit and one memory. Includes trigonometric functions in degrees and radians, logs and their inverses, scientific notation, standard deviation, and floating decimal.

Solar operated. Includes case.

NSN 7420-01-182-8535

Price \$13.41 EA

Easel

Lightweight and portable easel is a snap to set up. Adjustable height (from 29 to 38") can be used as tabletop or freestanding. Easel has rounded corners, convenient front-mounted marker tray and sturdy plastic legs.



▲ Green chalkboard.

NSN 7520-01-424-4845

Price \$163.12 EA



▲ Dry erase melamine white board.

(NFES #3161).

NSN 7520-01-424-4867

Price \$163.12 EA



◀ Dry Erase Marker Set

Organizer holds six chisel tip markers (black, blue, brown, green, orange, and red) and an eraser at your fingertips. Mounts easily to any smooth surface with double-sided tape (included).



① 18-month maximum shelf life (extendable)

NSN 7520-01-352-7321

Color Assorted

Price \$9.11 SE



◀ Chalk

Dustless, non-toxic chalk makes a neater presentation than standard chalk.

Made of 90% calcium sulfate.

NSN 7510-00-164-8893

Color White

Size 3-1/8"L x 3/8"D

Price \$7.73 GR



◀ Chalkboard Eraser

This eraser keeps chalkboards clean and professional looking. Constructed of six wool felt fillers bound to a felt backing.

NSN 7510-00-244-9145

Size 5"L x 1-1/4"H

Price \$2.17 EA



◀ Bulletin Board

Board's cork surface is designed to be used with thumbtacks or pushpins. Hanging hardware included.

Aluminum frame.

NSN 7195-01-019-4871

Size 1-1/2 x 2'

Price \$12.87 EA

NSN 7195-01-359-9255

Size 3 x 2'

Price \$18.99 EA

NSN 7195-01-359-9256

Size 3 x 4'

Price \$31.59 EA



◀ Pushpin

Sturdy plastic head with steel pin. 

NSN 7510-00-940-0935

Color Clear

Size Length: 3/8"

Price \$1.20 HD

Compact Computer Case ▶

Made of lightweight, water-resistant, durable ballistic nylon, this commuter/travel bag features padded laptop protection, inside file compartment and outside accessory pockets for PDA, CD, cell phone, etc. Easy grip handle and padded shoulder and luggage strap are included.

NSN 7045-01-490-7309

Color Black

Size 16-1/2"L x 3-1/2"W x 14"H

Price \$37.32 EA



Saddlebag Computer Case ▶

Three carrying options: backpack, shoulder bag, and brief-case in a soft design. High density foam padding, industrial rivets, reinforced webbing, and heavy-duty water-resistant shell. Easy grip foam covered handle provides comfort. Expandable mesh pockets, file compartments, zip down organizer compartment, key holder, padded computer compartment, and a quick access pocket.

NSN 7045-01-490-7311

Color Black

Size 16-1/2"L x 6-1/2"D x 14-1/4W

Price \$34.31 EA



Portfolio ►

There's a place for everything in this soft, artificial leather, zippered portfolio. Features a computer disk pocket, business card holder, pen loops, and an 8-1/2 x 11" ruled pad.

NSN 7510-01-435-8537

Color Black

Size 8-1/2 x 11"

Price \$22.62 EA

Writing Portfolio ►

Side-opening notebook includes space for a writing pad on one side; the other side features a pocket for loose papers. The stiff vinyl plastic cover boasts a simulated leather-grain finish.

Holds a 5 x 8" memo-size pad (not included).



NSN 7510-01-053-5591

Color Black

Size 9 x 6-1/8"

Price \$2.71 EA

Holds a 8-1/2 x 11" letter-size pad (not included).



♻️ Contains 80% postconsumer material paperboard, contains 25% recovered material plastic

NSN 7510-00-145-0296

Color Black

Size 9-1/2 x 12-1/8"

Price \$3.22 EA



◀ Lined Writing Pad

Quality writing pad with blue Tyvek binding is wide-ruled with letter-trim perforation at top and has a durable chipboard backing. Each pad contains 50 sheets. Paper has a 16-lb. basis weight.



Sheets are ruled on both sides with blue lines that are spaced 5/16" apart.

♻️ 20% postconsumer material

NSN 7530-01-447-1355

Color White

Size 5 x 8"

Price \$7.02 DZ

NSN 7530-01-447-1353

Color White

Size 8-1/2 x 11"

Price \$12.85 DZ

NSN 7530-01-447-1356

Color White

Size 8-1/2 x 14"

Price \$14.15 DZ



◀ Gel Pen

Style and quality are seamlessly combined with this gel pen. The gel ink offers permanent vibrant color, while the contemporary barrel design provides a sophisticated, upscale look. Features rubber contour grip for excellent writing comfort and control. Also, the auto-retractable tip protects pockets from ink stains.

① 18-month maximum shelf life (extendable)

NSN 7520-01-504-8935

Color Black Ink

Size 1.0mm Point

Price \$9.96 PG(contains 4 EA)

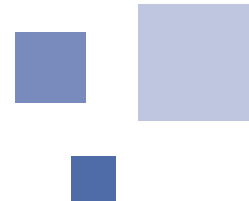
Set of four pens includes two black and one each of blue and red.

NSN 7520-01-504-8936

Color Assorted

Size 1.0mm Point

Price \$9.96 SE



Alpha Gel Pen ▶

Non-retractable, refillable water-based pigment gel ink pen. Smooth writing performance that won't fade or bleed. Clear barrel is comfortable to hold and shows amount of ink remaining. Locking cap with cushioned pad prevents dry-out and protects metal tip. Pocket clip identifies gel-ink color.



NSN 7520-01-484-5250

Color Black Ink

Size Medium Point

Price \$12.97 DZ

NSN 7520-01-484-5252

Color Blue Ink

Size Medium Point

Price \$12.97 DZ

NSN 7520-01-484-5253

Color Red Ink

Size Medium Point

Price \$12.97 DZ

NSN 7520-01-484-5257 **DD**

Color Purple Ink



Size Medium Point

Price \$13.51 DZ

Check out our expanded inventory at
www.GSAglobalsupply.gsa.gov.
We're growing to meet your needs!



◀ Retractable Rubberized Ballpoint Pen

Rubberized retractable pens feature AgION antimicrobial protection which inhibits the growth of harmful bacteria, mold, mildew, fungi, and yeast for the life of the pen. Prevents cross-contamination that occurs when the pen is shared between multiple users. Refillable ball point with rubberized barrel features gripper rings for comfort. The nickel silver-tipped cartridge contains ink that won't fade or smear. Cap and clip match ink color.  

① 18-month maximum shelf life (extendable)

For use with Ballpoint Pen-Refill 7510-01-381-7997.

NSN 7520-01-352-7309

Color Black Ink

Size Fine Point

Price \$12.87 DZ

For use with Ballpoint Pen-Refill 7510-01-381-8014.

NSN 7520-01-352-7310

Color Blue Ink

Size Fine Point

Price \$12.87 DZ

For use with Ballpoint Pen-Refill 7510-01-381-7998.

NSN 7520-01-352-7311

Color Red Ink

Size Fine Point

Price \$12.87 DZ

For use with Ballpoint Pen-Refill 7510-01-368-3500.

NSN 7520-01-368-7771

Color Black Ink

Size Medium Point

Price \$12.87 DZ

For use with Ballpoint Pen-Refill 7510-01-368-3501.

NSN 7520-01-368-7772

Color Blue Ink

Size Medium Point

Price \$12.87 DZ

NSN 7520-01-368-7773


Color Red Ink

Size Medium Point

Price \$12.87 DZ



◀ Wide-Body Mechanical Pencil

Refillable mechanical pencil has a wide body and thick-grip cushion that are engineered for comfortable writing. Features a rubber grip barrel.  

NSN 7520-01-451-2271

Color Black Barrel

Size 0.5mm

Price \$16.08 BX(contains 6 EA)

NSN 7520-01-451-2270

Color Blue Barrel

Size 0.7mm

Price \$16.08 BX(contains 6 EA)



▲ Camouflage Woodcased Pencil

Wood-cased pencil features a camouflage pattern.



NSN 7510-01-458-1816

Color Black

Size Soft No. 2 graphite lead

Price \$2.80 DZ



▲ Wood Pencil

Wood-cased pencil.



NSN 7510-01-451-9176

Size Soft No. 2 graphite lead

Price \$1.48 DZ



◀ Fluorescent Highlighter Set

Chisel tip fluorescent highlighters feature visible ink supply window in barrel.



Set of four highlighters includes one each of yellow, pink, blue, and green.

① 18-month maximum shelf life (extendable)

NSN 7520-01-461-3779

Color Assorted

Price \$6.39 SE

Self-Stick Notes

Self-stick notes use adhesive on the back which allows each sheet to be attached to almost any surface and removed without leaving a mark. Each pad contains 100 sheets.



♻️ 30% recovered material, which includes 30% postconsumer material

Notes are unruled.

Package contains two pads each of pastel pink and green, and one pad each of blue and yellow.

NSN 7530-01-456-2249 ►

Color Assorted

Size 3 x 3"

Price \$4.43 PG(contains 6 EA)

NSN 7530-01-456-0683 ►

Color Assorted


Size 3 x 5"

Price \$7.75 PG(contains 6 EA)





◀ Repositionable Tape Flag Dispenser Kit

Repositionable tape flag dispenser kit holds three individual tape flag units enabling easy access to a variety of flags. Each dispenser contains fifty 1" red, thirty-five 1/2" yellow and thirty-five 1/2" blue flags. 


NSN 7520-01-392-5299

Price \$8.25 KT



◀ Repositionable Page Markers

These self-stick page markers ensure you never lose your place again. If you are tired of bookmarks falling out, use these repositionable markers that stay securely in place yet still remove easily without damaging the page. Contains one row of each color: lime, melon, yellow, orange, and pink.



 36-month maximum shelf life (extendable)

NSN 7510-01-421-4751

Size 1/2 x 2"

Price \$4.65 PG(contains 500 SH)

Personal Desk Kit ▶

Ideal for telecommuters, temporary assignments, training classes, new hires, and people who work at home. This kit collects 21 essential office products in one convenient unit. Includes: 3 x 3" self-stick note pad; 100 paper clips; 4-oz. bag of rubber bands; stapler; 5,000 staples; staple remover; tape dispenser; 36-yard roll of invisible tape; wooden ruler; white correction tape; pair of scissors (8"); cushion-grip mechanical pencil; lead refill for mechanical pencil (7 mm); letter opener; three retractable ballpoint pens; three no. 2 pencils; fluorescent highlighters (set of four colors); one lined writing pad (8-1/2 x 11"); one medium-size clam clip; one box of clam clip refills; two "while you were out" message pads.  

NSN 7520-01-493-6006

Price \$56.90 KT





◀ Bent Trimmer's Shears

Lightweight shears for light paper cutting and trimming applications. Balanced shears reduce fatigue. Rust-resistant stamped stainless steel. Molded plastic handles are for left- and right-hand use. One blade is pointed and has a thumb ring, the other is pointed or beveled.

Has bent handles for easy, maneuverable and accurate cutting.

NSN 5110-01-241-4371

Size Length: 8-1/4"

Price \$4.01 EA



◀ Straight Trimmer's Shears

Use lightweight shears for light paper cutting and trimming applications. Balanced shears reduce fatigue. Have straight handles. Rust-resistant stamped stainless steel. Molded plastic handles are for left- and right-hand use. Both blades are stamped stainless steel and pointed. **PRIME**

Shears have a 3-5/8" length of cut.

NSN 5110-01-241-4373

Size Length: 8-1/4"

Price \$3.88 EA



◀ Heavy-duty shears for cutting fine to heavy fabrics, cording, plastics, rubber, leather, vinyl, and tape. Shears are intended for heavier applications such as upholstery, or on production lines where longer cuts and greater strength are needed. The shears have straight handles and polished nickel-chrome plated drop forged steel blades. Painted or nickel-chrome plated handles. One blade is pointed and has a thumb ring, the other is beveled. Comfort grip handles. **PRIME** **AbilityOne** ★

Shears have 3" length of cut.

NSN 5110-00-293-9199

Size Length: 7"

Price \$9.90 EA

Paper or Stationer's Shears ▶

Heavy-duty paper or stationer's shears. The shears have long, narrow blades, and straight handles. Polished and nickel-chrome plated blades. Painted or nickel-chrome plated handles. Both blades are drop forged steel and pointed. **PRIME** **AbilityOne** ★

Shears have a 4-5/8" length of cut.

NSN 5110-00-161-6912



Size Length: 9"


Price \$11.99 EA





◀ Slant D-Ring Binder

Slant D-ring binder includes a clear overlay on front, spine, and back cover. Pockets on inside covers. Accommodates 8-1/2 x 11" sheets.  

 Contains 25% recovered material

NSN 7510-01-417-1881

Color Blue

Size Capacity: 1"

Price \$3.80 EA

NSN 7510-01-417-1882

Color Blue

Size Capacity: 1-1/2"

Price \$4.24 EA

NSN 7510-01-417-1884

Color Blue

Size Capacity: 2"

Price \$4.49 EA

NSN 7510-01-417-1883

Color Blue

Size Capacity: 2-1/2"

Price \$4.94 EA

NSN 7510-01-368-3487

Color Blue

Size Capacity: 3"

Price \$4.41 EA

NSN 7510-01-417-1879

Color Red

Size Capacity: 1"

Price \$3.80 EA

NSN 7510-01-417-1877

Color Red

Size Capacity: 1-1/2"

Price \$4.24 EA

NSN 7510-01-417-1878

Color Red

Size Capacity: 2"

Price \$4.49 EA

NSN 7510-01-417-1876

Color Red

Size Capacity: 2-1/2"

Price \$4.94 EA

NSN 7510-01-368-3485

Color Red

Size Capacity: 3"

Price \$4.41 EA

NSN 7510-01-384-8786

Color White

Size Capacity: 1"

Price \$3.80 EA

NSN 7510-01-385-6711

Color White

Size Capacity: 1-1/2"

Price \$4.24 EA

NSN 7510-01-384-8788

Color White

Size Capacity: 2"

Price \$4.49 EA

NSN 7510-01-384-8673

Color White

Size Capacity: 2-1/2"

Price \$4.94 EA


NSN 7510-01-368-3486

Color White

Size Capacity: 3"

Price \$4.41 EA

Double-Pocket Report Cover ▶

Double-pocket presentation portfolio handily accommodates supporting materials, including samples, forms or reference materials. Made of coated, leather-grained paper stock. Each pocket is 5" deep x 9-1/2" wide and has a 3/8" capacity for 8-1/2 x 11" paper. 

Five assorted colors include light blue, dark blue, green, red, and yellow.

 30% postconsumer material

NSN 7510-01-316-2302

Color Assorted

Size 11-1/2 x 9-1/2"

Price \$10.19 BX(contains 25 EA)





New 2009 Calendars

This chart was developed to help you find your 2009 calendar ordering number with ease.

	2008 NSN	2009 NSN		
BASIC DESK CALENDARS				
Calendar Blotter Pad (18 x 22")	7510-01-450-5467	7510-01-545-3731		Unicor
Calendar Pad (3 x 3-3/4")	7510-01-450-5407	7510-01-545-3709		AbilityOne
Calendar Pad (3-1/2 x 5-1/2")	7510-01-450-5425	7510-01-545-3773		AbilityOne
Weekly Appointment Book (8-1/2 x 11")	7530-01-450-5457	7530-01-545-3767		Unicor
Activity Schedule (Previously OF67) (8-1/2 X 11") (10 in a Package)	7540-01-450-5433	7540-01-545-3714		Unicor
WALL CALENDAR				
Wall Calendar 11-5/8 x 8-7/8" (10 in a Package)	7510-01-450-5450	7510-01-545-3761		Unicor
AT-A-GLANCE				
At-A-Glance Flip-A-Week Refill (5-5/8 x 7")	7510-01-528-5621	7510-01-528-5621	DD	
28-Month Planner (8-1/2 x 11")	7510-01-528-8310	7510-01-528-8310	DD	
DAYMAX				
Pocket Appt. Book Refill	7530-01-450-5414	7530-01-545-3738		AbilityOne
Month-at-a View (5-1/2 x 8-1/2") 3-Hole IE/LE Version Refill	7510-01-537-7841	7510-01-537-7808	DD	AbilityOne
Day-at-a-View (5-1/2 x 8-1/2") 7-Hole GLE Version Refill	7510-01-537-7853	7510-01-537-7810	DD	AbilityOne
FRANKLIN COVEY REFILLS				
Franklin Covey Annual Refill Pak (Flex-Dated):				
Pocket Size (3-1/2" x 6")	7510-01-517-5921	7510-01-517-5921	DD	
Compact (4-1/4" x 6 3/4")	7510-01-517-5927	7510-01-517-5927	DD	
Classic (5-1/2" x 8-1/2")	7510-01-517-5925	7510-01-517-5925	DD	
Monarch (8-1/2" x 11")	7510-01-517-5971	7510-01-517-5971	DD	

NEW PRODUCT HIGHLIGHTS



GSA Global Supply has something new just for you!



◀ **Mobile Tool Cabinet** NEW

This black 9-drawer mobile tool cabinet is in the professional storage class. It includes the following features: A 48" w x 22-1/4" d x 1/2" thick fiberboard work surface with a side tray and built-in storage bins on sides and back; 2 locking heavy-duty casters with toe brakes; Full-width aluminum drawer pull; Ball-bearing (top drawer only) and friction slide; Capacity: 12,511 cu. in.; Weight: 185 lbs. DD

NSN 5140-01-551-0468

Size 48w x 36-3/4h x 22-1/4"d

Price \$844.61 EA



General Mechanic's Tool Kit **NEW**

◀ This 1103 piece kit consists of SAE and Metric sockets, regular and deep length sockets, drive tools, wrenches, screwdrivers, pliers, flex sockets, and specialty tools in 1/4, 3/8, and 1/2" drive sizes. Tool box is not included. **DD**

NSN 5180-01-551-0472

Price \$6,759.45 KT

This 963 piece kit consists of SAE and Metric sockets, regular and deep length sockets, drive tools, wrenches, screwdrivers, pliers, flex sockets, and specialty tools in 1/4, 3/8 and 1/2" drive sizes. Tool box is not included. **DD**

NSN 5180-01-551-0471

Price \$4,539.71 KT

▶ This 673 piece kit consists of SAE and Metric sockets, regular and deep length sockets, drive tools, wrenches, screwdrivers, pliers and specialty tools in 1/4, 3/8 and 1/2" drive sizes. Tool box is not included. **DD**

NSN 5180-01-551-0475

Price \$2,444.46 KT



◀ This 432 piece kit consists of 235 SAE and Metric sockets, 23 drive tools, 102 wrenches, and 72 specialty tools. Three drive sizes: 1/4, 3/8 and 1/2". Tool box is not included. **DD**

NSN 5180-01-551-0473

Price \$1,117.47 KT

Cordless Cut-Off Tool NEW ▶

Heavy-duty, 4-1/2" diameter wheel capacity, 18V cordless cut-off tool. A no-load speed of 6500 RPM's provides high power for cutting and grinding applications. Features: spindle lock that allows users to change their wheels quick and easy; 5/8"-11 spindle thread; 3-position side handle; convenient trigger switch with lock-off button; uses wheels above 10,000 RPM's. Weight: 7 lbs. Includes: 2 18V batteries; 1 hour charger; Type 27 guard w/Type 27 wheel; Type 1 guard w/Type 1 wheel; wrench; backing flange. Furnished in a heavy-duty box. **DD**

NSN 5130-01-551-0479

Price \$289.48 SE



◀ Cordless Portable Hammerdrill/ Drill-Driver NEW

Heavy-duty, 18V, 1/2" self-tightening chuck, cordless hammer-drill with 3-speed all-metal transmission. Has a 360 degree side handle. Max. RPM's: 0-450, 0-1500, 0-2000; Max. BPM's: 0-7650, 0-25, 000, 0-34,000; Clutch settings: 22; Tool weight: 6 lbs.. Includes 2 18V batteries; 1 hour charger. Furnished in a heavy-duty box. **DD**

NSN 5130-01-551-0467

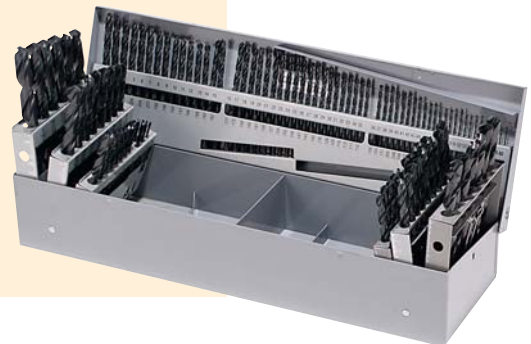
Price \$330.69 SE

Twist Drill Set NEW ▶

This cobalt steel jobber-length drill set contains 115 pieces. Sizes include the following: 1/16 to 1/2" in 1/64" increments; letter drills A-Z number drills from 1 through 60. Drills have a 135-degree split point. Furnished in a case. **DD**

NSN 5133-01-551-1094

Price \$330.69 SE





Bathroom Cleaner NEW

Concentrated heavy duty cleaner for use in the 3M brand Twist 'n Fill dispensing system.

DD MSDS **AbilityOne**

One-step disinfectant, cleaner, fungicide, mildewstat, virucide and deodorizer. The mild acid cleaner removes soap scum and scale from bathroom surfaces including plastic, porcelain, ceramic, fiberglass, floors and fixtures. Low flow for use in filling spray bottles. Each 2 liter bottle yields 27 ready-to-use gallons.

① 24-month maximum shelf life (extendable)

♻ Low-VOC Item; EPA registered (applicable to disinfectants and pesticides per FIFRA)

NSN 7930-01-381-5820

P/N 3M 19204

Size 2 liter bottle

Price \$527.68 BX(contains 6 EA)

Porcelain Cleaning Solution NEW

Concentrated heavy duty cleaner for use in the 3M brand Twist 'n Fill dispensing system.

DD MSDS **AbilityOne**

Disinfectant bathroom cleaner for bowls, urinals, and other hard surfaces including ceramic tile, plastic, stainless steel, fiberglass, and marble. Low flow for use in filling spray bottles. Each 2 liter bottle yields 30 ready-to-use gallons.

① 24-month maximum shelf life (extendable)

♻ Low-VOC Item; EPA registered (applicable to disinfectants and pesticides per FIFRA)

NSN 7930-01-436-8083

P/N 3M 20787

Size 2 liter bottle

Price \$487.13 BX(contains 6 EA)

General-Purpose Cleaner NEW

Concentrated heavy duty cleaner for use in the 3M brand Twist 'n Fill dispensing system.

DD MSDS **AbilityOne**

High-performance, all purpose cleaner can be used to clean floors, walls, and other non-porous surfaces. High flow for use in filling buckets. Each 2 liter bottle yields 35 ready-to-use gallons.

① 24-month maximum shelf life (extendable)

♻ Low-VOC Item; GreenSeal Seal of Approval

NSN 7930-01-381-5834

P/N 3M 19212

Size 2 liter bottle

Price \$129.39 BX(contains 6 EA)

Multi-Surface Cleaner NEW

Concentrated heavy duty cleaner for use in the 3M brand Twist 'n Fill dispensing system.

DD MSDS **AbilityOne**

Formulated to remove grease, marks, soils and stains from both hard and soft surfaces; may be used on carpets and upholstery. Low flow for use in filling spray bottles. Each 2 liter bottle yields 7 ready-to-use gallons.

① 24-month maximum shelf life (extendable)

♻ Low-VOC Item

NSN 7930-01-381-5997

P/N 3M 19202

Size 2 liter bottle

Price \$163.15 BX(contains 6 EA)

Sanitizer and Cleaner NEW

Concentrated heavy duty cleaner for use in the 3M brand Twist 'n Fill dispensing system. DD MSDS AbilityOne

Multi-surface sanitizer and cleaner for use on walls, floors, and other hard, nonporous surfaces. Safe for sanitizing food contact surfaces. Low flow for use in filling spray bottles. Each 2 liter bottle yields 107 ready-to-use gallons.

- ① 24-month maximum shelf life (extendable)
- ♻ Low-VOC Item; EPA registered (applicable to disinfectants and pesticides per FIFRA)

NSN 7930-01-412-1036

P/N 3M 20112

Size 2 liter bottle

Price \$83.10 BX(contains 6 EA)

Disinfectant Cleaner NEW

Concentrated heavy duty cleaner for use in the 3M brand Twist 'n Fill dispensing system. DD MSDS AbilityOne

Multi-purpose, hospital-grade, germicidal, detergent cleaner. Disinfects, cleans and deodorizes surfaces such as floors, walls, metal, painted surfaces, exterior bowl surfaces, basins, showers, and lavatory fixtures. High flow for use in filling buckets. Each 2 liter bottle yields 125 ready-to-use gallons.

- ① 24-month maximum shelf life (extendable)
- ♻ Low-VOC Item; EPA registered (applicable to disinfectants and pesticides per FIFRA)

NSN 7930-01-436-7950

P/N 3M 20786

Size 2 liter bottle

Price \$208.90 BX(contains 6 EA)

Rinse-free, EPA-registered, hospital germicide for disinfecting and cleaning non-critical items. Kills Hepatitis B virus (HBV), HIV, MRSA, VRE, Herpes Simplex I and II, and other pathogens. Complies with OSHA's blood borne pathogen standard for disinfecting surfaces soiled with blood or other potentially infectious body fluids. High flow for use in filling buckets. Each 2 liter bottle yields 180 ready-to-use gallons.

- ① 24-month maximum shelf life (extendable)
- ♻ Low-VOC Item; EPA registered (applicable to disinfectants and pesticides per FIFRA)

NSN 7930-01-549-8191

P/N 3M 23550

Size 2 liter bottle

Price \$215.57 BX(contains 6 EA)



Glass Cleaner NEW

Concentrated heavy duty cleaner for use in the 3M brand Twist 'n Fill dispensing system. AbilityOne

Non-streaking cleaner for windows, glass and mirrors as well as stainless steel, chrome, aluminum, ceramic, and plastic. Low flow for use in filling spray bottles. Each 2 liter bottle yields 30 ready-to-use gallons.

- ① 24-month maximum shelf life (extendable)
- ♻ Low-VOC Item; GreenSeal Seal of Approval

NSN 7930-01-381-5826

P/N 3M 23357

Size 2 liter bottle

Price \$195.74 BX(contains 6 EA)



Food Service Degreaser NEW

Concentrated heavy duty cleaner for use in the 3M brand Twist 'n Fill dispensing system.

DD **MSDS** **AbilityOne**

Cleaning compound removes food and oily soils from hard surfaces such as walls, floors, tables, and vinyl. Safe for stainless steel, ceramic tile, painted surfaces, chrome, plastic, and quarry tile. High flow for use in filling buckets. Each 2 liter bottle yields 123 ready-to-use gallons.

① 24-month maximum shelf life (extendable)

♻️ Low-VOC Item

NSN 7930-01-381-5936

P/N 3M 23346

Size 2 liter bottle

Price \$543.09 BX(contains 6 EA)

Floor Cleaner NEW

Concentrated heavy duty cleaner for use in the 3M brand Twist 'n Fill dispensing system.

DD **MSDS** **AbilityOne**

No-rinse cleaner can be used in automatic scrubber or with mop to clean washable hard floors. Will not dull or damage floor finishes. High flow for use in filling buckets. Each 2 liter bottle yields 207 ready-to-use gallons.

① 24-month maximum shelf life (extendable)

♻️ Low-VOC Item; GreenSeal Seal of Approval

NSN 7930-01-381-5897

P/N 3M 20200

Size 2 liter bottle

Price \$187.17 BX(contains 6 EA)

Versatile, low-foaming cleaner for use in automatic scrubbers or in mop-on applications. Formulated for scrubbing before recoating as well as cleaning before burnishing and daily cleaning. Use to clean any washable hard floor. High flow for use in filling buckets. Each 2 liter bottle yields 137 ready-to-use gallons.

① 24-month maximum shelf life (extendable)

♻️ Low-VOC Item; GreenSeal Seal of Approval

NSN 7930-01-549-8189

P/N 3M 23553

Size 2 liter bottle

Price \$243.31 BX(contains 6 EA)

Floor Stripper NEW

Concentrated heavy duty cleaner for use in the 3M brand Twist 'n Fill dispensing system.

DD **MSDS** **AbilityOne**

Low-odor, low-foaming, 5-minute stripper for floor sealers, floor finish buildup and finishes hardened by frequent burnishing. Use on all resilient tile and terrazzo floors. High flow for use in filling buckets. Each 2 liter bottle yields 11 ready-to-use gallons.

① 24-month maximum shelf life (extendable)

♻️ Low-VOC Item

NSN 7930-01-549-8190

P/N 3M 23555

Size 2 liter bottle

Price \$250.65 BX(contains 6 EA)

Rug and Room Freshener **NEW**

Concentrated heavy duty cleaner for use in the 3M brand Twist 'n Fill dispensing system. **DD** **MSDS** **AbilityOne**

Long-lasting rug and room freshener/deodorizer leaves a fresh, clean scent. Low flow for use in filling spray bottles. Each 2 liter bottle yields 30 ready-to-use gallons.

① 24-month maximum shelf life (extendable)

♻️ Low-VOC Item

NSN 7930-01-412-1033

P/N 3M 20121

Scent Fresh Scent

Size 2 liter bottle

Price \$512.84 BX(contains 6 EA)

Long-lasting rug and room freshener/deodorizer leaves a clean scent. Low flow for use in filling spray bottles. Each 2 liter bottle yields 33 ready-to-use gallons.

① 24-month maximum shelf life (extendable)

♻️ Low-VOC Item

NSN 7930-01-412-1034

P/N 3M 20120

Scent Mountain Spice fragrance

Size 2 liter bottle

Price \$562.33 BX(contains 6 EA)

Heavy-Duty Aircraft Cleaner **NEW**

Concentrated heavy duty cleaner for use in the 3M brand Twist 'n Fill dispensing system. **DD** **MSDS** **AbilityOne**

High-performance, multi-purpose cleaner for cleaning interior and exterior aircraft surfaces. Low flow for use in filling spray bottles. Each 2 liter bottle yields 4 ready-to-use gallons.

① 24-month maximum shelf life (extendable)

♻️ Low-VOC Item

NSN 7930-01-381-5794

P/N 3M 19213

Size 2 liter bottle

Price \$102.67 BX(contains 6 EA)





◀ Industrial Degreaser NEW

BioRenewable industrial degreaser contains 53% biobased material. Removes grease, dirt, cosmoline, tar, many inks, and most adhesives and industrial oil. Safe to use on ferrous and non-ferrous metal, concrete, ceramic tile, and brick. Degreaser is not recommended for use on floors coated with a floor finish, but is safe to use on floors with cured epoxies and urethanes. Do not use to degrease concrete floors prior to resurfacing. Use with solvent resistant sprayer, faucets, pumps or use for parts tank. DD MSDS AbilityOne ★

① 24-month maximum shelf life (extendable)

♻ Low-VOC Item; Bio-based

NSN 7930-01-555-2897

Price \$139.73 CN(contains 5 GL)

Bathroom Cleaner NEW ▶

BioRenewable bathroom cleaner contains 83% biobased material. Efficient cleaning action quickly removes soap scum in showers, shower rooms (floors & walls), toilets, urinals, porcelain, ceramic, fiberglass, and similar hard, non-porous surfaces. For general, light duty restroom cleaning dilute 12 ounces into one gallon of water. Rinse thoroughly. Do not use on non-acid resistant surfaces. DD MSDS AbilityOne ★



Box contains 12, (32-oz.) containers and one foam sprayer.

① 24-month maximum shelf life (extendable)

♻ Low-VOC Item; Bio-based

NSN 7930-01-555-2900

Size 1 qt.

Price \$58.10 BX(contains 12 EA)



◀ Multi-Purpose Cleaner NEW

BioRenewable TriBase multi-purpose cleaner contains 72% biobased material. Use to clean glass, mirrors, floors, walls, restroom and kitchen surfaces, and tile. Cleans any surface not damaged by water. Apply with mop, brush, pressure washer, or use as a spray and wipe cleaner. DD MSDS AbilityOne ★

① 24-month maximum shelf life (extendable)

♻ Low-VOC Item; Bio-based

NSN 7930-01-555-2901

Size 1 gal.

Price \$55.69 BX(contains 4 EA)

Glass Cleaner NEW ▶

BioRenewable ready to use glass cleaner contains 81% biobased material. Use for cleaning windows, mirrors, glass, and plexiglass. Contains no ammonia. DD MSDS AbilityOne ★



Box contains 12, (32-oz.) containers and 12 trigger sprayers.

① 24-month maximum shelf life (extendable)

♻ Low-VOC Item; Bio-based

NSN 7930-01-555-2898

Size 1 qt.

Price \$38.67 BX(contains 12 EA)

BioRenewable concentrated glass cleaner contains 81% biobased material. Use to clean and polish any hard surface not harmed by water such as window glass, panes and sills, mirrors, countertops, chrome, automobile glass, fluorescent lights and tubing, and any glass or mirror finish. Removes tough stains such as grease, smoke, oils, tape residue, food stains, dust, and dirt. Contains no ammonia. For general cleaning use 2 ounces per gallon of cold water. Not for use on wood furniture or other polished surfaces. (Do not mix with other chemicals.) DD MSDS AbilityOne ★

① 24-month maximum shelf life (extendable)

♻ Low-VOC Item; Bio-based

NSN 7930-01-555-3384

Size 1 gal.

Price \$53.44 BX(contains 4 EA)

Graffiti Remover SAC NEW ▶

BioRenewable ready-to-use graffiti remover contains 53% biobased material. Works against marks and stains. Removes typical graffiti markings, paint, marker, ink, crayon, and pencil. Takes away scuff marks, wax residue, and adhesives. Generally applied with solvent resistant sprayer, sponge, brush, or cloth. **DD** **MSDS** **AbilityOne**

① 24-month maximum shelf life (extendable)

♻ Low-VOC Item; Bio-based

NSN 7930-01-555-2899

Size 1 gal.

Price \$139.70 BX(contains 4 GL)

Box contains 12, (32-oz.) containers and three solvent resistant sprayers.

♻ Low-VOC Item; Bio-based

NSN 7930-01-555-3382

Size 32 oz., bottle

Price \$115.30 BX(contains 12 EA)



Hand Cleaner NEW ▶

Lite'n Foamy Sunflower Fresh is a BioRenewable foaming hand, hair, and body wash, formulated with 85% biobased ingredients. It has a pH designed to be gentle on the skin and is boosted with aloe vera to increase the moisture on the skin. **DD** **MSDS** **AbilityOne**

For use with foam soap dispenser NSN 4510-01-551-1194.

① 24-month maximum shelf life (extendable)

♻ Low-VOC Item; Bio-based

NSN 8520-01-555-2903

Scent Sunflower Fragrance

Size 1 gal.

Price \$68.63 BX(contains 4 EA)

Dispenser NSN 4510-01-551-1194 included.

① 24-month maximum shelf life (extendable)

♻ Low-VOC Item; Bio-based

NSN 8520-01-555-3732

Scent Sunflower Fragrance

Price \$52.66 GL



Foam Soap Dispenser NEW

Wall mounted foam soap dispenser made of ABS plastic with a sight window to indicate when dispenser is empty. Reservoir can be removed for easy cleaning. Mounts on wall with adhesive backing or screws (not included). Unique foam pump prevents leaks and drips. For use with BioRenewables Lite'n Foamy Liquid Hand Cleaner NSN 8520-01-555-2903. **DD** **AbilityOne**

NSN 4510-01-551-1194

Size 9-3/4" H x 4" D

Price \$36.69 EA





◀ Push Broom NEW

Push-style broom designed for street sweeping has 6"-long bristles made of plastic polypropylene. DD AbilityOne

Two 3/4" tapered holes accommodate a tapered handle (not included). (Use with NSN's handles, 7920-00-177-5106 or 7920-00-141-5452).

NSN 7920-01-554-7100

Color Brown

Size Length: 16"

Price \$10.52 EA

Flash Drive NEW

► USB flash drive provides convenience of portable storage in an ultra slim format that does not block adjacent USB ports. Compatibility with USB 1.1 & 2.0 and OS WIN2000/ME/XP/Vista, MacOS9+ and Linux 2.4+. Read speed is approximately 25 MB/sec and write speed is approximately 20 MB/sec. Supports password protection. Plug and play with no driver needed for most OS. LED indicator-light on when in use. Durable and reliable storage data retention for 10+ years. 1,000G shock resistance. No external power required. Limited lifetime warranty. Includes lanyard with sturdy detachable clip.



DD SKILCRAFT AbilityOne

NSN 7045-01-558-4983

Size Capacity: 512 MB

Price \$27.18 EA

NSN 7045-01-558-4984

Size Capacity: 1 GB

Price \$38.28 EA

NSN 7045-01-558-4986

Size Capacity: 2 GB

Price \$58.58 EA

NSN 7045-01-558-4987

Size Capacity: 4 GB

Price \$97.20 EA

NSN 7045-01-558-4985

Size Capacity: 8 GB

Price \$166.36 EA

NSN 7045-01-558-4988

Size Capacity: 16 GB

Price \$479.24 EA

► USB flash drive with 256-bit AES (Advanced Encryption Standard) contains the highest level of data protection approved by the federal government (FIPS 197).

Meets Federal Information Processing Standards (FIPS 140-2). Pre-loaded high security software ready for password customization-no downloads necessary. Does not allow back-door entry. Sleek lightweight design does not block adjacent USB ports. Compatibility with USB 1.1 & 2.0 and OS WIN2000/ME/XP/Vista, MacOS9+ and Linux 2.4+. Read speed is approximately 25 MB/sec and write speed is approximately 20 MB/sec. Dual LED indicators-light on when in use. Durable data storage retention for 10+ years. 1,000G shock resistance. No external power required. Limited lifetime warranty. Includes lanyard with sturdy detachable clip. DD SKILCRAFT AbilityOne



NSN 7045-01-558-4989

Size Capacity: 512 MB

Price \$49.91 EA

NSN 7045-01-558-4990

Size Capacity: 1 GB

Price \$64.66 EA

NSN 7045-01-558-4991

Size Capacity: 2 GB

Price \$85.03 EA

NSN 7045-01-558-4992

Size Capacity: 4 GB

Price \$126.23 EA

NSN 7045-01-558-4993

Size Capacity: 8 GB

Price \$193.06 EA

NSN 7045-01-558-4994

Size Capacity: 16 GB

Price \$515.92 EA



CD/DVD Jewel Case NEW

Replacement jewel case protects and stores any standard CD or DVD. C-Shell design.



◀ **NSN** 7045-01-554-7681

Color Clear

Price \$9.33 PG(contains 25 EA)



Red, Blue, Yellow, Green, and Purple.

◀ **NSN** 7045-01-554-7680

Color Assorted

Price \$9.33 PG(contains 25 EA)

► Replacement jewel case protects and stores any standard CD or DVD. Designed to hold inserts/literature in front and back.

Thinner than standard CD/DVD cases for more compact storage.

Red, Blue, Yellow, Green, and Purple.

NSN 7045-01-554-7682

Color Assorted

Price \$8.51 PG(contains 25 EA)



Our efforts are ongoing to fulfill your supply needs and provide you with quality products at cost-saving prices. We now offer a wider range of products than ever before. Check out our expanded product line!



◀ CD/DVD Label Maker Kit **NEW**

Kit includes design and application software, 10 CD labels, 2 premium DVD labels and a label applicator. Labels are bubble resistant, full-faced with extra room for images or titles. Compatible with MAC and Windows software. Uses refill labels 7530-01-554-9538 (CD) and 7530-01-554-7679 (DVD).



NSN 7530-01-554-9537

Price \$21.72 KT



▶ CD/DVD Label Kit Refill **NEW**

Refill labels for the CD/DVD label maker kit, NSN 7530-01-554-9537. **DD** **AbilityOne**

CD label refill, matte paper.

NSN 7530-01-554-9538

Color White

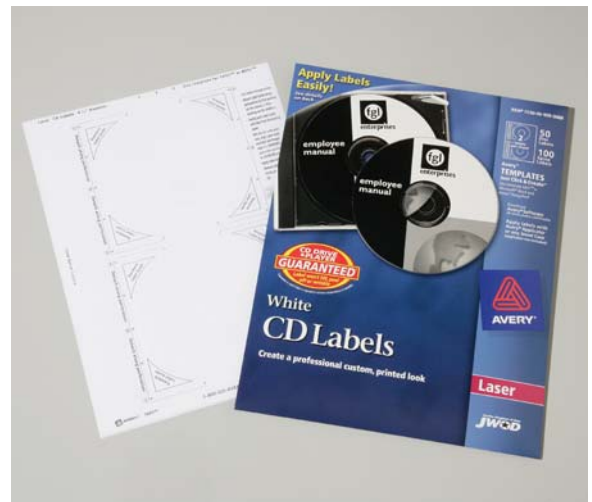
Price \$21.72 PG(contains 50 EA)

DVD label refill, special film design.

NSN 7530-01-554-7679

Color White

Price \$11.09 PG(contains 20 EA)



◀ Keyboard and Monitor Platform **NEW**

Monitor platform has a steel construction and holds up to 21" monitors and CPUs on top of platform. Ball-bearing, roll-out keyboard track drawer accommodates larger and ergonomic keyboards. Flip-up gel wrist rest has pencil storage, built-in cable management, and mouse storage.



NSN 7045-01-483-7837

Color Beige & Black

Size 23-1/4"W x 4-1/2"H x 17-1/4"D

Price \$91.88 EA

▼ Paper Shredder NEW

Fellowes by LCI is ideal for small offices. Can be used with credit cards, paper clips, and staples. Shredder has 10" throat opening and can shred up to 22 feet of paper per minute. DD AbilityOne



Straight cut 18 to 20 sheet capacity.

NSN 7490-01-483-8990

Brand FELLOWES

P/N 2200SC

Color Gray

Size 29-1/2"H x 17-1/2"W x 14"D

Price \$585.65 EA

Cross cut 12 to 14 sheet capacity.

NSN 7490-01-483-8984

Brand FELLOWES

P/N 2200CC

Color Gray

Size 29-1/2"H x 17-1/2"W x 14"D

Price \$692.69 EA



Straight cut 26 to 28 sheet capacity. Separate opening for destruction of CDs and DVDs.

NSN 7490-01-483-8985

Brand FELLOWES

P/N 3200SC

Color Gray

Size 35"H x 20"W x 18"D

Price \$840.28 EA

Cross cut 14-16 sheet capacity. Separate opening for destruction of CDs and DVDs.

NSN 7490-01-483-8991

Brand FELLOWES

P/N 3200CC

Color Gray

Size 35"H x 20"W x 18"D

Price \$1,015.26 EA



◀ Shredder Bag NEW

High performance shredder bags are an ideal choice for personal shredders and office/home trash receptacles. They allow proper disposal of shredded documents and sensitive information. DD AbilityOne

① 24-month maximum shelf life (extendable)

Medium duty. Gallon capacity: 10.

NSN 8105-01-557-4975

Color Clear

Size 24 x 26"

Price \$11.59 BX(contains 100 EA)

Heavy duty. Gallon capacity: 20.

NSN 8105-01-399-4791

Color Clear

Size 29 x 30"

Price \$22.40 BX(contains 100 EA)

Heavy duty. Gallon capacity: 26.

NSN 8105-01-399-4792

Color Clear

Size 31 x 36"

Price \$34.71 BX(contains 50 EA)

Heavy duty. Gallon capacity: 39.

NSN 8105-01-399-4793

Color Clear

Size 36 x 39"

Price \$21.62 BX(contains 50 EA)

Heavy duty. Gallon capacity: 45.

NSN 8105-01-557-4974

Color Clear

Size 44 x 39"

Price \$35.75 BX(contains 50 EA)

Heavy duty. Gallon capacity: 50.

NSN 8105-01-557-4976

Color Clear

Size 39 x 51"

Price \$21.48 BX(contains 50 EA)

Heavy duty. Gallon capacity: 60.

NSN 8105-01-557-4982

Color Clear

Size 49 x 51"

Price \$37.06 BX(contains 50 EA)

50% Post Consumer Paper NEW ▶

Dual purpose copier paper is made using 90% recycled and 50% post-consumer recycled material. Paper is processed chlorine free (PCF) and meets the requirements of JCP 065. This paper also meets Air Force Regulation #AF164-117, Paragraph 1.10.4. **DD** **SKILCRAFT** **AbilityOne**

- ♻️ 90% recycled, which includes 50% postconsumer material
- ♻️ Total chlorine-free process



NSN 7530-01-539-9831

Color White

Size 8-1/2 x 11"

Price \$62.29 BX(contains 10 RM)

NSN 7530-01-539-9833

Color White

Size 11 x 17"

Price \$62.29 BX(contains 5 RM)

NSN 7530-01-539-9835

Color White

Size 8-1/2 x 14"

Price \$80.65 BX(contains 10 RM)

Paper is three-hole punched.

NSN 7530-01-539-9832

Color White

Size 8-1/2 x 11"

Price \$63.41 BX(contains 10 RM)



◀ **Metric Copier Paper** NEW

This dual-purpose copy paper fits standard overseas printers and copiers that use the European A4 size. Product has 96-brightness and 20-lb. basis weight.

NSN 7530-01-412-5168

Color White

Size Metric A4 210 x 297mm (8.3 x 11.7")

Price \$52.20 BX(contains 5000 SH)

AbilityOne is the largest source of employment in the United States for people who are blind or have other severe disabilities.



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